



STICK: Roles and Responsibilities

Group Purpose

The Scottish Transport and Industry Collections and Knowledge network aims to promote care and enjoyment of these collections. Through research, stewardship and advocacy, STICK will encourage wider engagement with transport and industrial collections across Scotland.

Objectives

STICK will:

- Develop opportunities to advance acquisition, care, development, research and interpretation of transport and industry collections in Scotland
- Identify key issues facing the long-term stewardship and development of transport and industry collections and work together to tackle these
- Promote, encourage and advance access to Scottish transport and industry collections through a variety of mechanisms
- Support informed, efficient and confident decision making in the acquisition and long-term care of transport and industrial heritage across Scotland

Steering Group Roles

Outlined in the STICK Constitution is the requirement to have a number of specific office bearers within the Steering Group, to be elected at the AGM.

- Chair
- Vice-Chair
- Minutes Secretary
- Membership Secretary
- Treasurer
- Communications Officer
- Ordinary Member

The steering committee may also accept members Ex Officio.

Steering Group Meetings and Membership Events

- Steering Group meetings will take place 3 times per year minimum
- A minimum of one Membership event will be planned annually and will include the AGM

General Steering Group Responsibilities

To work with other Steering Group members to produce an Annual Programme and achieve its objectives

- To raise the profile of STICK and its aims and objectives
- To regularly attend and actively contribute to committee meetings
- To, where possible, attend all planned membership events
- To generate content for and assist with the management and upkeep of the STICK website and Twitter account.
- To ensure the Steering Group is acting in the best interests of the members as a whole
- To ensure the Steering Group is acting within the parameters of the Constitution

Specific Responsibilities

Chair

Prepares meeting agendas and circulates them to the Steering Group

Acts as the focal point for STICK and is the lead contact with other networks and organisations

Chairs meetings and AGM

Prepares the AGM Papers including the Chair's Address

Ensures all steering group members are able to fulfil their roles

Attends committee meetings and STICK events

Vice-Chair

Chairs meetings and AGM when the Chair is unavailable

Supports the Chair in the role of focal point for the STICK and contact with other networks and organisations

Manages events, with the help of other steering group members

Ensures all steering group members are able to fulfil their roles

Attends committee meetings and STICK events

Membership Secretary

Manages the membership list through MailChimp, ensuring compliance with GDPR

Undertakes all membership contact, in terms of Events, including AGM

Sends and receives all membership correspondence on behalf of the steering group

Attends steering group meetings and STICK events

Minutes Secretary

Takes minutes at steering group meetings and distributes them to steering group members in a timely fashion following meetings

Collects and consolidates officers' reports in advance of steering group meetings

Works with the Chair to distribute relevant papers to steering group members in advance of meetings

Collects and relays apologies for meetings

Treasurer

Keeps a firm control over bank account and keeps a record of all monetary transactions, payment of expenditure and banking income

Prepares and presents an Annual Statement of Accounts at AGM

Attends steering group meetings and STICK events

Co-ordinates appeals for and collection of monetary donations

Communications Officer

Maintains the STICK website in collaboration with website hosts to ensure that payment for the domain is up to date

Coordinates regular updating of the STICK website and Twitter account

Sends regular updates to the membership using Mailchimp, in collaboration with the Membership Secretary

Works with the Membership Secretary to ensure that relevant information and papers are supplied to delegates in advance of events

Looks for online opportunities to raise the profile of STICK

Advises working group of online opportunities

Attends steering group meetings and STICK events

Ordinary Member

Contributes to the smooth running by undertaking any duties associated with the successful delivery of STICK specifically at Events and on Working Groups

Attends steering group meetings and STICK events

Ex-officio Member

Brings information from sector to STICK meetings.

Contributes to the smooth running by undertaking any duties associated with the successful delivery of the support of the sector

Attends committee meetings and STICK events