



THE BENSINGTON SOCIETY'S RULES AND DUTIES

FOR THE OFFICERS, COMMITTEE AND SUB-COMMITTEE MEMBERS AND THE SUPPORTING MEMBERS

INTRODUCTION

The constitution of the Society states:-

The Society is established for the benefit of the public in the area comprising the Parish of Benson, including the hamlets of Preston Crowmarsh, Roke, Rokemarsh, and RAF Benson, hereafter referred to as “the benefit area”.

The Aims of the Society in the benefit area are:

- a. To stimulate public interest in matters of concern.*
- b. To promote high standards of planning and architecture.*
- c. To secure the preservation, protection, development and improvement of features of historic or public interest.*
- d. To promote and support research into the history of the benefit area.*
- e. To promote, protect and improve the visual and physical environment.*
- f. To promote the improvement of the benefit area by associating with the local authorities, voluntary organisations and inhabitants in a common effort to provide facilities in the interests of social welfare for recreation and leisure time occupation.*

The charity shall be managed by a Committee of Trustees, in the form of an Executive Committee, hereafter referred to as ‘The Committee’, who shall be appointed at the Annual General Meeting (AGM) of the Society.

This book of ‘Rules and Duties’ is provided to all Trustees, Sub-committees and the Committee’s Supporting Members to help them carry out their duties with the Aims of the Society in mind. Copies are available on request to any fully subscribed member of the Society.

Revised_JUNE 2020

**DUTIES AND RESPONSIBILITIES OF
THE OFFICERS, COMMITTEE, SUB-COMMITTEES AND SUPPORT MEMBERS OF THE SOCIETY**

THE CHAIRMAN

1. Chairing formal Society and Committee meetings.
2. Proposing and coordinating the implementation of Society policy.
3. Ensuring the Society complies with its Constitution.
4. Liaison with local parish, district and county councillors and other community groups.
5. Coordinating action on issues of local concern.
6. Coordinating the Society's response to any local or national emergency and creating any sub-committees that may be required to assist.
7. Ensuring that the President and Vice President[s] are kept aware of the work of the Society and to seek their views on issues being addressed by the Society.
8. Ensuring that the activities of any sub-committees are coordinated and supported.
9. The appointment of a Vice Chairman and ordinary members to carry out the supporting duties.
10. Preparing a report on the year's activities by the date specified by the Secretary for inclusion in the Annual Report sent with the AGM papers to the Society Members.

THE VICE-CHAIRMAN

1. Deputising for the Chairman in their absence on all matters relating to the Society.

THE SECRETARY

1. Management of the conduct of the business of the Society, as managed by the Committee, and of all correspondence to and from the Society.
2. Liaison with organisations of which the Society is a member.
3. Keeping the authorised copy of the current Constitution and Committee Rule Book.
4. Preparation and distribution of the Agenda and associated papers for Committee meetings and the preparation of the draft Minutes of the Committee meetings and the AGM for the approval of the Chairman, Committee and or AGM and their distribution when approved.
5. Maintaining a book of all the Committee Meeting and AGM minutes, duly signed by the Chair.
6. Booking all venues for Society meetings.
7. Prior to the AGM:-
 - Making the necessary arrangements for the AGM including the preparation of the Agenda, Resolutions and Committee Application/Proposal forms and sending them to the Membership Secretary for transmission to the Society's members.
 - Preparing a report on the year's Secretarial matters, by the required date, and sending it to the Chairman for inclusion in the Annual Report sent to the Society members.
 - Liaison with the Membership Secretary to ensure that the Annual Report and all associated AGM papers are sent out on time.

THE TREASURER

1. The maintenance of the finances of the Society in accordance with the Constitution.
2. Setting the accounting rules and procedures for the Membership and Talks Secretaries, the Catering and Bar Managers, the Outings Co-ordinator and the Door Member and ensuring they are adhered to.
3. Ensuring that the authorised signatures of the Society are current (Chairman & Treasurer)
4. Payment of all duly approved (by the Committee) invoices and subscriptions to other bodies, by their due date.
5. Providing a financial Report at each of the Committee's meetings.
6. Advising the Committee on the membership subscription charges to be made in the coming year.
7. Informing the Membership Secretary of all membership subscriptions paid by BACS. Also, on a regular basis, notifying the Outings Coordinator (or Outing organiser) of outings payments made by BACS

THE TREASURER (Cont.)

8. Prior to the Friday meeting, provide the Catering Manager with funds to pay for the evening's food and later receive back surplus monies and reconcile with the Annex C and E forms provided by the Catering Manager after the event.
9. Similarly, receive surplus monies from the Bar Manager along with Annex form D and reconcile the two.
10. At the Friday meetings:-
 - Arranging for a Door Member to collect supper and visitors' fees for each meeting.
 - The provision of floats for the Membership Secretary, Bar Manager, Raffle person and the Door Member, if required
 - Provide cash to Catering Manager for payment of the washers-up
 - Pay the Catering Manager's fee
11. Bank all funds received as soon as possible, ensuring that funds held overnight do not exceed our insurance cover.
12. Reimbursing any member who has incurred authorised expenditure on behalf of the society.
13. Maintaining a Gift Aid (GA) database, and liaison with the Membership Secretary on the Gift Aid format for the Membership Application Form.
14. Completing an annual GA claim, filing it with HMRC and ensuring payment is received.
15. Payment of website licences for the Society and the History Group.
16. Preparation of the Society's annual financial accounts for the Examiner.
17. Implementation of any changes recommended by the Examiner, subject to Committee approval.
18. Providing a full set of Examined Accounts, as directed by the Committee, for the AGM and answering any member's queries on the accounts either at the AGM or afterwards in writing.
19. As directed from time to time by the Committee, to advise the Committee on all matters relating to best practice for finance; accounting; and maintenance of bank accounts and other financial records.
20. Preparing a commentary on the Accounts, by the date specified by the Secretary, for inclusion in the Annual Report sent with the AGM papers to the Society Members.

THE MEMBERSHIP SECRETARY

1. Maintenance of a database of the names and key* personal details of all members of the Society, both current and lapsed (3 years), required for the management of the Society's membership list.
*Title, first name and surname, telephone number(s), postal and Email addresses, Gift Aid (GA) status, current membership status and how the current year's membership fee was paid (cheque, cash or BACS), liaising with the Treasurer for BACS payments.
2. Management and implementation of the Data Protection Act within the Society.
3. Distribution of membership lists to Committee members appropriate to their function.
4. Preparation, issue and collation of the annual Membership Form including GA and Data Protection statements.
5. Collection of membership fees and passing them to the Treasurer along with the Form at Annex B, listing the payments received.
6. Overseeing the production of the annual membership card.
7. Preparing a report on the year's membership by the date specified by the Secretary so that key items can be included in the Annual Report sent with the AGM papers to the Society Members.

THE OUTINGS CO-ORDINATOR

1. The preparation, with the Outings Committee (OCom), of an annual programme of outings.
2. Making, with the OCom, the detailed arrangements for all outings (e.g. Transport, itinerary, costs and charges), bearing in mind that all outings should aim to be self-funding at no cost to the Society.
3. Liaising with the Secretary who will dispatch electronically booking forms and information on Outings to Society members as and when required.

THE OUTINGS CO-ORDINATOR (cont)

4. To regularly liaise with the Treasurer to obtain details of any outings payments by BACS and passing to him all payments received by cash or cheque along with the Receipt Form (Annex B) giving a list of those attending the outing and the amount and method by which they have paid.
- THE OUTINGS CO-ORDINATOR (Cont)**
5. Maintaining an outings financial record, accounting for expenditure and income and on completion of each outing submitting to the Treasurer an Income and Expenditure statement for the outing on the form Annex F.
 6. Preparing a report on the year's outings by the date specified by the Secretary so that key items can be included in the Annual Report sent with the AGM papers to the Society Members.

THE TALKS SECRETARY

1. Agreeing a budget for the current booking year with the Committee
2. The Preparation of an Annual Programme of Talks by the date requested by the Secretary to ensure timely production of new membership cards.
3. Ensuring the completion of a Speaker Proforma (SP) by each speaker.
 - Annually reviewing the Speaker Pro Forma to ensure it meets current requirements
4. Providing the Publicity Member and others (as requested) with the SP for the timely preparation of both posters, advertising the event and for the copy for the Bensington Bulletin.
5. Circulating the SP 3 weeks before each Talk to
 - The Treasurer (to draw a cheque or cash for the Speaker's fee)
 - The Committee's designated Technical Support person (for AV set-up)
 - The Hall Manager (for laying out the Hall to the meeting's requirements)
 - Others as requested
6. At the Friday evening meetings, the Talks Secretary is responsible for
 - ensuring that all arrangements for and requested by the speaker are in place
 - meeting and greeting the speaker and, if appropriate, the speaker's guest(s)
 - introducing and, thanking the speaker and hosting the speaker during the meeting.
 - paying the speaker and obtaining a receipt to be passed to the Treasurer
 - arranging for a deputy to assume these responsibilities if the Talks Secretary is unable to attend the Friday evening meeting and notifying the Chairman of such arrangements.
7. Preparing a report on the year's talks by the date specified by the Secretary so that key items can be included in the Annual Report sent with the AGM papers to the Society Members.

CATERING MANAGER

1. Managing all aspects of catering for Society functions and advising the Committee on all matters concerning the provision of meals at the Society's Friday evening meetings and when otherwise required.
2. Maintaining a list of supporting helpers e.g.: servers, assistants, and dishwashers.
3. Liaising with the Salads Organiser to ensure enough salads are produced, both in number and quantity.
4. At or just prior to the Friday evening meetings:-
 - Ordering and collecting the meat, cheese and other items and taking to the meeting.
 - The preparation of the tables, serving of meals and organising the helpers (e.g. servers, washers-up etc.) needed to complete the task.
 - Paying, on behalf of the Society, the costs involved for items (e.g. meat, cheese and condiments etc.) provided for the meals and paying the washing-up staff and the Salad Organiser all from funds provided by the treasurer by bank transfer, cheque or cash.
 - Cashing up at the end of each event and returning all surplus monies to the Treasurer as soon as possible at or after the event along with all receipts and an Income/Expenditure statement (Annex E) and the Payment Voucher Form (Annex C) completed by the Salads Organiser, which lists the salad producers for the meeting and the amount paid to each of them (initialled by each salad producer).

CATERING MANAGER (Cont)

5. Working with the Treasurer to keep a simple catering cost record to help the Committee decide on meal pricing.
6. Preparation and maintenance of a 'Catering Procedures' list, giving all the relevant details such as regular purchase quantities, storage facilities, buffet layout and control, provision of float etc., all necessary to ensure that the management of the salad buffet is easy and efficient.
7. Preparing a report on the year's catering by the date specified by the Secretary so that key items can be included in the Annual Report sent with the AGM papers to the Society Members.

BAR MANAGER

1. Providing and managing bar facilities at the Friday evening meetings and appointing a 'stand-in' when he/she is absent.
2. Fill in and return to the Parish Hall (PH) Manager the application forms to use the PH's alcohol licence and display the licence on the bar at each meeting.
3. The purchase of wine, soft drinks and snacks, etc. as required for each meeting
4. Deciding the sales prices of wine other drinks and snacks and advising the committee of any changes needed to ensure the bar continues to make a small profit.
5. Preparation and maintenance of an 'Bar Procedures' list, giving all the relevant details such as average purchases per item, storage facilities, provision of float etc. necessary to ensure that the bar management is easy and efficient.
6. Maintaining a Stock Book showing purchases, sales and resultant ending stock for each meeting.
7. At the Friday evening meetings the Bar Manager is responsible for:-
 - Cashing up at the end of each event and returning all monies to the Treasurer as soon as possible, at or after the event, along with all receipts and ~~an~~ the Income/Expenditure statement (Annex D) spreadsheet required by the Treasurer.
 - Maintaining and retaining the Society's bar float at £40.
 - Retaining and storing, in suitable conditions, any unsold soft drinks, beer and snacks for the next event.
8. Preparing a report on the year's Bar provision by the date specified by the Secretary so that key items can be included in the Annual Report sent with the AGM papers to the Society Members

PUBLICITY CO-ORDINATOR

1. Liaison with the Secretary and Talks Secretary to gather information regarding their publicity requirements and arranging the production of posters and any other required advertising material for the Friday meetings.
2. Maintaining a list of current locations for display of such posters.
3. With the help of others, to display the posters at the designated locations.
4. The preparation and submission of reports on meetings and outings for the 'Benson Bulletin' magazine and/or other media.
5. Preparing a report on the year's publicity activity by the date specified by the Secretary so that key items can be included in the Annual Report sent with the AGM papers to the Society Members

SUB COMMITTEES

THE HISTORY GROUP (HG)

This shall consist of a Chairman and Secretary and other Bensington Society members. Non Bensington Society members can attend meetings but cannot vote on any proposal or hold the position of Chairman or Secretary.

The HG shall be responsible to The Bensington Society Committee (the Committee) for:-

1. Researching and recording the history, past and present, of Benson village and, where appropriate, past and present events within hamlets in the Parish of Benson.

THE HG (Cont.)

2. Establishing and maintaining the Benson Records and Archives (BRAC) in physical and electronic format.
3. Determining the scope of the BRAC, the resources (i.e. physical storage area, internet (e.g. cloud storage) needed to establish and maintain the records so that The Committee can where possible and practical provide those resources.
4. Liaising with local historical organisations (e.g. OHLA).
5. Arranging, at its discretion, events on subjects of historical interest for the membership of The Bensington Society, ensuring that where possible costs are covered or offset by charging an entrance fee to members and visitors and always with a view to not exceeding, in any one year, the expenses budget provided by the Committee.
6. Appointing a named member to represent the HG at meetings of The Committee, when appropriate, particularly at the meeting when the HG Annual Expenditure Budget is being discussed and allocated.
7. Agreeing this Annual Expenditure Budget with the Committee to cover all activities and membership of other societies and to keep a record of income and expenditure. Any expenditure likely to go over the Budget must be cleared with the Treasurer prior to the expenditure being committed to.
8. Supplying the Treasurer with details of all income and expenditure (including receipts and all monies received) so that he can produce an annual statement of income and expenditure for The Committee, in time for production of the annual accounts.
9. Taking notes at each meeting and sending them to the Committee Secretary for circulation to the Committee for their meetings.
10. Ensure the History Group website is maintained in both structure and content, letting the Society's Webmaster know of any structural changes and/or requests for any update required on the HG page on the Society's website.

NOTE- In addition to the duties of the Officers of the Society and the Committee, a related number of tasks are carried out by other members of the Society to assist the Committee. These volunteer members are appointed by the Committee for the supporting tasks named below. Others may be appointed as necessary and their tasks defined and appended to this document.

SUPPORTING MEMBERS:

DOOR COLLECTOR

1. Collecting supper and visitors fees as directed by the Treasurer.
2. Issuing supper tickets.
3. At the end of each Friday evening meeting, submission of an Income Form (Annex A) to the Treasurer, along with all monies received.

SALADS ORGANISER MEMBER

1. To recruit and maintain sufficient people to make salads for the Friday evening meetings.
2. To agree a budget with the Catering Manager for the purchase of salad ingredients in order to reimburse the makers.
3. To receive money from the Catering Manager and with it pay the evening's salad producers, asking them to initial receipt of payment, and then to return the form to the Catering Manager along with all surplus monies.
4. To ensure that the salad makers adhere to the simple food hygiene, storage and transport rules of the society as laid down in the letter of November 2017 that was sent to all food producers and is given to all new producers.
5. To liaise with the Catering Manager on the cost of salad preparation and the need for any quantity and/or price adjustment.

SAFETY MEMBER (Fire and First Aid Marshal at the 8 monthly social evenings)

1. To ensure safe procedures regarding Fire and First Aid are in place for the 8 monthly meetings
2. To produce a 'prompt' card for the announcement at the meetings detailing evacuation and First Aid need procedures
3. To ensure that Fire Exits and escape routes are clearly signed and ready for use at each meeting.
4. To advise the Committee and the Hall Management of any unstated hazards and of the need for changes to signing or routes.
5. To give advice to the Committee regarding any special measures that might be needed to cope with national or local emergencies, pandemics or other similar situations and to ensure that all the necessary precautions are both taken and communicated to the membership, recruiting the Committee's help as required

WEBMASTER – IT SUPPORT

1. The maintenance of the website
2. Ensuring the information on the website is relevant and up to date.
3. The registration of the Website.
4. Liaison with the History Group to ensure that the information about the History Group is accurate and up to date.
5. Ensuring that links to and information about groups relevant to the work of the Bensington Society are shown on the website.
6. Advice to the Committee on the development of the website
7. Advice to the Committee on the use of IT within the Society to improve efficiency.

BOOKS MEMBER

1. Maintaining a stock of Books and their up to date quantities.
2. Agreeing with the Committee the pricing for each book.
3. Coordinating the issue and sale of books.
4. In the months when sales are made, providing the Treasurer with a monthly sales/stock return and any monies, using form Annex G
5. At the end of each calendar year, producing a sales summary for that year, along with a note of the stock of all unsold books.

HANDOVER NOTES: Officers, Committee and Support Members are responsible for the preparation and maintenance of detailed handover notes for the use of temporary stand-ins or their successors.

APPENDICES:

There follows a series of financial reporting Appendices that the Treasurer requires to be filled in and given to him, to report the financial transaction necessary for each monthly meeting.

These may be changed from time to time, as the Treasurer requires, to ensure we have accurate accounting procedures and records.

FINANCIAL REPORTING ANNEXES

NOTE:- These various reporting forms, mentioned in the above text as ANNEXES A to G, are available from the Treasurer on request.

DOOR TRANSACTION RECORD

ANNEX A

To be given with evening's takings to the Treasurer

DATE OF EVENT:

£ TAKINGS	
SUPPERS	
VISITORS	
OTHER	
TOTAL	

1 TO

TICKET NUMBERS

£ SURPLUS	0
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SIGNATURES:-

DOOR
MEMBER

DATE

TREASURER

DATE

REVIEWED JUNE '20.....NOTE: An Excel version is available

BAR TRANSACTION RECORD

ANNEX D

To be given with evening's takings to the Treasurer

This is the income and expenditure spreadsheet required by the treasurer and that may change from time to time as he requires.

Due to its size and complexity it is not shown but is available digitally.

REVISED: JUNE '20

CATERING TRANSACTION FORM

ANNEX E

To be given with evening's nett monies to the Treasurer

DATE OF EVENT _____

£ EXPENDITURE	
SALADS	£
MEAT/CHEESE	£
MISC	£
TOTAL	£

INCOME (Meal ticket sales)

£

PROFIT £

SIGNATURES:-

CATERING MANAGER _____

DATE _____

TREASURER _____

DATE _____

REVIEWED: JUNE ' 20

NOTE: An Excel version is available.

OUTINGS TRANSACTION FORM
To be given with evening's nett monies to the Treasurer

ANNEX F

OUTING TO:

INCOME

PARTICIPANT
NUMBERS

@

£

= £ NUMBERS

£ EXPENDITURE	
COACH	
TICKETS	
MISC	
TOTAL	0.00

PROFIT	0.00
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SIGNATURES:-

OUTINGS

COORDINATOR

DATE

TREASURER

DATE

REVIEWED: JUNE '20

NOTE: An Excel version is available

BOOKS CONTROL SHEET
Benson Book Sales
Takings transferred to Treasurer

ANNEX G

Month(s): _____

	QUANTITIES				AMOUNT		
	Book 1 Blue	Book 2 Red	Book 3 Green	War Memorial			
Opening Stock							
TRADE SALES	QUANTITIES						
Paid - Library							
Paid - Derry's Den							
Paid - Waterfront Café							
TRADE TOTAL							
DIRECT SALES							
TOTAL SALES							

Stock Movement				
Authorised Gifts				
Closing Stock				

**£ TOTAL TRANSFERRED TO
TREASURER**

NOTE
SALES PRICES: £10 per book or £20 for any 3 books (excl WM which remains at £5))

BOOKS CONTROLLER
SIGNATURE _____

DATE _____

REVIEWED JUNE '20.....Note: An Excel version is available,