

# *Roles within the AHS*

## **Executive**

### *President*

The President must have an overview of all AHS business. This entails regular contact with the Treasurer, Secretary and each senior Officer, be this individual or in group email or meeting. The President will lead the Executive and officers in AHS policy and help to guide activities in each area while encouraging initiative and input from the officers. The President is the link between the Board and the rest of the Executive, answering to them in report form and whenever approached. The President is also expected to work closely with the British Humanist Association. The current workload of the President equates to approximately 15-20 hours per week, though this increases in the run-up to AHS events. Being President requires a balance of listening and encouraging officers and keeping up morale, being focused on the AHS's vision and mission and being firm with officers so this is fulfilled efficiently. The knowledge of pitfalls accumulated by the previous Executives is invaluable to each President, while fresh optimism and energy is needed. This is not an easy role, but has the scope to enable various styles of leadership, including a public relations role if desired.

### *Treasurer*

The Treasurer presents the financial situation of the AHS to Members and at meetings including the AGM. The Treasurer must have the skills to produce reports including account and balance sheets. The Treasurer is the primary contact for the BHA in assisting with the management of the AHS restricted fund. The Treasurer works with the Board Members and the rest of the Executive in making payments including Member reimbursements and grants and supplier invoices. They work with the Head of Membership in collecting any membership fees. The Treasurer must develop

fundraising strategies including in areas such as selling merchandise, seeking donations and sponsors, and Member activities. They will administer databases and letters as well as leading procedures relating to fundraising activity. As part of the Executive, the Treasurer shall contribute to the steering of the AHS with the best interests and contributions from the Caucus and officers in mind. The Treasurer must be utterly reliable, respond to communication quickly, and carry out tasks in a timely manner.

## *Secretary*

The Secretary is responsible for the administrative organisation of the AHS including presiding over databases, records, files and the AHS calendar. This is a vital supporting role to the President, Treasurer and senior officers. Using initiative to draft memos, procedural documents, forms and motions is essential, in addition to producing accurate minutes of all AHS meetings, which are to be distributed in a timely manner. The Secretary is responsible for editing documents produced by the rest of the Executive and senior officers to ensure a consistent professional look and tone to AHS resources. As part of the Executive, the Secretary is involved in making important decisions with the President and Treasurer as to the running of the AHS, and should also be the communication link between Executive and the Caucus, emailing out announcements and calls for votes and opinions where appropriate. The Secretary must have excellent admin, IT and organisational skills and be prepared to take a leading role in the AHS.

## **Officers**

Officers are divided into senior Officers, who work closely with the AHS Executive, and junior Officers, who report to senior Officers.

## *Campaigns Officer*

The Campaigns Officer is a senior officer role that has never been occupied but one that there is scope for. The officer would lead both centralised and grassroots campaigns for the AHS. Centralised campaigns could involve lobbying the Government national organisations, acting as a stakeholder,

utilising the media and carrying out freedom of information requests. Grassroots campaigns could involve getting groups on campuses to work on particular issues within their Universities including tackling discrimination and carrying out charity and volunteering work. In addition, the officer would ensure AHS member support for campaigns of other Humanist, secular and skeptic organisations, in particular the British Humanist Association. The officer must have excellent knowledge of the issues involved in such work, as well as how to utilise different methods to campaign effectively. The Campaigns Officer would work closely with the President, who is also expected to take a strong interest in such work. They would also work with the Press Officer to ensure coverage for campaigns, and with the Head of Membership to ensure society participation.

### *Education Officer*

The Education Officer must oversee all educational resources produced by the AHS. This includes content, design and editing of guides and other documents; and the management, continual improvement and upkeep of online database resources such as Speakers, Film, Debate and Discussion Directories. The Officer will coordinate and develop workshops and other training at a regional and national level, working closely with the Head of Membership and Regional Development Officers. This link is also crucial in gaining content and feedback from member societies on the aforementioned resources. The officer will work with the Webmaster to ensure that new educational content, such as uploads to the media repository and the most recent editions of resources appear on the website. They will also be responsible for printing and distribution of resources where agreed by the Executive, and should negotiate reasonable prices for these activities, liaising with the Treasurer.

### *Head of Membership*

The Head of Membership must maintain an up-to-date membership database and keep the thirteen Regional Development Officers enthusiastic about the

AHS. The Head of Membership responds to initial enquires from societies, puts them in contact with their Regional Development Officers and then keeps up-to-date with how they are doing and how they can be supported. The role involves internet searching for both new societies and changes to existing societies. The Head of Membership chairs regular meetings over Skype with the Regional Development Officers and talks to them one-to-one when necessary. The Head of Membership also works closely with the Press Officer to pass on any news or changes in details from the societies. This is a senior Officer role, which means regular contact and meetings with the Executive and other senior Officers is part of the role. The aims are to increase membership and make sure the AHS is doing all it can for its members. The Head of Membership needs to be organised, check their email, Facebook and Twitter often and be friendly and approachable.

### *Press Officer*

The Press Officer works with the AHS Executive and senior Officers to manage the press and public relations of the AHS. Tasks include maintaining the mailing lists, writing news items for the website, writing the weekly AHS Newsletter, writing the termly Supporters Newsletter, writing press releases, looking for external press opportunities for the AHS and occasionally acting as spokesperson for the AHS. The mailing list maintenance requires close collaboration with the Head of Membership to ensure all records are kept up to date. The news items and Newsletters require collaboration with the AHS Executive and other senior Officers and sometimes the wider membership in order to ensure good content. Press releases and public relations work is in collaboration with the President, who may choose to take on any external media work themselves. The ideal candidate then would have experience with these kinds of work, and would be able to use initiative in looking for press opportunities.

## *Webmaster*

The Webmaster manages the internet, email and electronic presence of the AHS. This includes specifically: editing and updating the website and Facebook page using their own initiative, and in a timely manner when requested by a member of the Executive or senior Officer; and managing the mailing lists. These tasks will be carried out in co-operation with the Executive. The Webmaster is also responsible for raising the profile of the AHS online wherever possible, for example, by redeveloping or enhancing the website periodically; improving Google search results; encouraging affiliate website linking; encouraging blog coverage; and improving the AHS's Wikipedia article. This officer must have excellent IT competency, be well organised, reliable and be able to meet deadlines.

## *Regional Development Officers*

The UK and Republic of Ireland are split up into 13 regions. Each Regional Development Officer (RDO) has one region, ideally where they either live or go to University. The RDO helps further the aims of the AHS within that region, acting as a go-between between the societies and the AHS Executive and senior Officers.

The RDO searches for, makes contact with and supports student societies in their region, as well as putting the societies in contact with other local groups in their area. The RDO travels to Universities within the region in order to help train existing and potential member societies as well as arrange regional socials and campaigns. The RDO encourages society participation in the AHS and the holding of Reason Weeks.

The RDO reports to the AHS's Head of Membership, keeping them informed of goings on within the region. The ideal RDO must have good interpersonal skills and a willingness to go out there and get the job done.

The 13 Regions are South East England, South West England, Greater London, the East of England, the East Midlands, the West Midlands, Wales, Yorkshire

and the Humber, North East England, North West England, Scotland, Northern Ireland and the Republic of Ireland.