

The Responsibilities of CAS Committee Officers

A General Responsibilities of Committee members

All members of the Committee have a duty to take action (independently or alongside their Committee colleagues and whether at formal meetings or otherwise) to enable the Committee to perform the operational tasks of the Society in conformity with the arrangements laid down by the CAS Trustees.

Committee members are required to make decisions on significant issues as a collective group and hold joint responsibility for decisions and actions taken by the Committee, even in their absence. They are responsible for ensuring that the Committee is consulted on major proposals for change (especially where Society or other funds are involved), all decisions are taken in the best interests of the Society and that their role is carried out effectively. Individual members should demonstrate integrity, objectivity, accountability, openness, honesty, and due respect for their Committee colleagues.

All members of the Committee are expected to participate actively in the work of the Committee, provide thoughtful input to Committee deliberations, and focus on the best interests of the Society and its stated objectives rather than on personal interests.

Committee members should:

- review all relevant material before Committee meetings,
- attend Committee meetings and voice objective opinions on issues,
- carry out individual actions assigned by the Committee,
- note that input and advice from non-Committee members may be sought only where the Committee agrees, and
- draw to the attention of the Committee any CAS activities which they suspect may be unlawful or fraudulent

If any Committee member has doubts at any time about any aspect of their specific responsibilities (as set out below), they should raise such doubts with the Secretary or the Chairperson, in the first instance, or with the Committee as a whole.

B Major Specific Responsibilities

Chairperson

- Chair meetings of the Committee, the fortnightly talks and similar events
- Ensure that the Committee functions properly and effectively
- Be conversant with the terms of the CAS Trustees' delegation arrangements with the Committee (including the Committee Rules), the Society's formal policies, and all relevant legal obligations
- Where responsibilities do not rest with the CAS Trustees or other Committee officers, act as the main representative of the Society in communications with external agencies

- In the absence of the Secretary, act as the main point of liaison and communication with the CAS Trustees
- Provide support, encouragement and supervision to all members of the Committee
- Ensure that all new members of the Committee are advised of the aims and formal policies of the Society, the Committee Rules, and their general and specific responsibilities set out herein

Vice Chairperson

- Perform the duties of the Chairperson in his/her absence
- Assist the Chairperson

Secretary

- Conduct or delegate all day-to-day Committee business, including circulating incoming correspondence and liaising with outside agencies where responsibilities do not rest with the CAS Trustees or other Committee officers
- Update and circulate the CAS Task Appraisal Report prior to Committee meetings
- Act as the first point of contact for all press and media, providing interviews and information relating to astronomy and the work of the Society
- Ensure (along with other Committee members, notably the Webmaster, the Publications Officer and the Public Events Organiser) that all CAS talks and events are publicised to the widest possible audience in astronomy magazines and publications, local press, television and radio, the Society's website and on social media
- Ensure all arrangements are in place prior to Committee meetings including booking meeting rooms and drafting and circulating agendas for meetings
- Arrange the annual programme of fortnightly talks liaising with other Committee officers as appropriate
- Book the lecture room for the fortnightly talks
- Ensure (directly or by delegation) the smooth running of the fortnightly talks including delivering reminder emails to forthcoming speakers, meeting, greeting and formally thanking speakers and (when necessary) booking hotel accommodation and transporting speakers to and from the lecture room
- Announce forthcoming CAS events and activities at the start of the fortnightly talks
- Assist with the organisation and staging of Star Parties
- If requested, deliver at CAS AGMs an oral report on notable activities carried out during the previous year

Treasurer

- Pay suppliers and other organisations (including the Society's main insurer and the FAS) without delay
- Reimburse promptly all valid claims for expenses submitted by CAS members and fortnightly speakers

- Collect and process membership subscriptions
- Maintain records of the Society's financial transactions
- Draft an annual budget for consideration by the Committee and subsequent approval by the CAS Trustees and draft a revised budget whenever necessary
- Provide monthly reports to the Committee and the CAS Trustees on the Society's financial position, main items of expenditure and sources of income, and performance against the budget for the year set by the CAS Trustees
- Produce an Annual Statement of Accounts for inclusion in the Trustees' Annual Reports and arrange, in liaison with the CAS Trustees, for the Statement and its underlying documents to be inspected by a competent individual who is independent of the CAS Trustees and the Committee
- Assist with the preparation of the Trustees' Annual Reports and the submission of Annual Returns to the Charity Commission
- Process Gift Aid declarations received from Society members and make claims to HMRC
- Ensure (directly or by delegation) that a raffle is organised for each fortnightly talk

Observatory Manager

- Keep (with assistance from other Committee members) that the Observatory and the Storage Unit in a clean, proper and fully operational condition and ensure that the Society's equipment is stored securely
- Organise and carry out maintenance to the Observatory and its equipment as required and with help from other Society members where possible
- Ensure the Risk Assessment on the Observatory is kept under regular review and proposals for amendments are submitted, via the Committee, to the CAS Trustees
- Arrange for necessary health and safety checks to be performed including an annual PAT exercise and checks on fire extinguishers and the first aid kit
- Advise the Committee of new equipment becoming available which would enhance the Society members' observing experience, and maintain an updated list of current equipment held at the Observatory
- Advise the Committee on the purchase and donation of equipment and instruments by CAS members or the public
- Manage bookings from members wishing to use the Observatory
- Keep up to date the written guidance on using the Observatory
- Liaise with the Director of Observations and others, as relevant, to ensure that suitable instruments are available at viewing events
- Seek to ensure that all visitors to the Observatory are familiar with the written guidance
- Liaise with staff at Dyffryn Gardens as necessary
- When present, take the lead at Star Parties, Observing Sessions and public observing events held at the Observatory and elsewhere

UKMON Co-ordinator

- Keep the meteor monitoring equipment in a good and fully operational condition

- Organise the retrieval, storage and analysis of data
- Liaise with other UKMON sites and input data in the UKMON central database
- Circulate regular reports to the Committee

Public Events Organiser

- Coordinate a programme of planned and ad hoc public events to be carried out independently or in conjunction with other parties and in line with the Society's stated objectives
- Liaise as necessary with external agencies
- Recruit volunteer members to staff public events, allocating roles and advising helpers of the Society's policies on "Volunteering" and "Child Protection and the Protection of Vulnerable Adults"
- Monitor events and try to ensure they comply with the CAS Statement of Safety Considerations and Policies. Attempt to resolve any issues that occur
- Produce promotional material (where possible), reports on events held and other information for the CAS website and the Society's social media platforms
- Provide appropriate draft input to the CAS Trustees for CAS Annual Reports
- If requested, deliver at CAS AGMs an oral report on public events carried out during the previous year

Director of Observations

- Plan dates for future Observing Sessions at the Observatory, having previously consulted with staff at Dyffryn Gardens and the astronomical calendar
- Advise Dyffryn Gardens staff on the day that observing may take place that night and, via the website, advise members one hour before the scheduled start if the event is to go ahead or is cancelled
- Maintain a list of planned future Observing Sessions on the website

Membership Secretary

- Keep membership records up to date, confidential and secure in accordance with the Data Protection Act (2018) and the General Data Protection Regulation
- Ensure that new membership application forms and membership cards are produced when appropriate
- Send out welcome emails to new members and attend majority of fortnightly talks in order to hand out membership cards and collect subscriptions
- Convey membership subscriptions received to the Treasurer
- Send out membership renewal reminders by email or post, as required
- Send out CAS Newsletters, AGM notices and ad hoc correspondence by email or provide address labels for postal copies
- Provide reports and statistics as required to the Committee and for the Trustees' Annual Reports
- Send reminder emails to members in respect of forthcoming fortnightly talks

Publications Officer

- Ensure the CAS Handbook is updated when appropriate

- Ensure that all printed documents, flyers, booklets etc. that may be required are produced

Librarian

- Manage the library, including maintaining the catalogue and records of loans and returns, chasing overdue books, conducting an annual stock check and adding new books
- Operate (or arrange for the operation of) the library before and after each fortnightly talk

Junior Representative

- Keep Junior Membership records up to date, confidential and secure in accordance with the Data Protection Act (2018) and the General Data Protection Regulation
- Maintain regular contact with Junior Members to ascertain their views and provide them with information and activities via a Junior e-Newsletter
- Provide the Publications Officer with copy material for 'Junior Pages' in each edition of the CAS Newsletter
- Prepare suitable printed material for Junior activities
- Keep the Juniors section of the CAS website up-to-date and interesting

Merchandising Officer

- Present an attractive display at Society events to sell astronomical items to all ages of the public
- Make the necessary inquiries to purchase good quality items and to sell them at an attractive price, in order to raise funds for the Society

Webmaster

- Keep CAS website up to date and functioning correctly
- Seek written contributions for the website from Committee colleagues
- Administer the CAS email system

Assistant Secretary (Minutes Secretary)

- Draft accurate and sufficiently detailed minutes of all CAS Committee meetings and circulate these to Committee members for comment
- Incorporate comments made into a "revised draft" of the minutes and circulate this document to Committee members in advance of the next Committee meeting
- Send "revised draft" and approved versions of the minutes of Committee meetings to the Webmaster for placement on the CAS website

Ordinary Committee Member

- Assist in the running of the Society in whatever ways are appropriate