



## Introduction

The Scottish Museums Federation was established in the 1930s with the aims of:

- Providing networking opportunities in a friendly atmosphere
- Being a dynamic forum for information and discussion of the issues that affect museums and galleries
- Encouraging creativity, enjoyment and personal development in the museum and gallery sector

With members throughout Scotland from local authorities, universities, national and independent museums and galleries.

It is this membership and the sector as a whole that the committee serve. This document outlines the purpose of all of the Committee roles and details the tasks and associated frequency of delivery for Committee members.

As one of our aims is associated with personal development we would encourage those individuals within the sector who would like to develop or hone a skill to think not only of being a Federation member but also to think of being a Committee member. Being a Committee member has a direct impact on both your personal and professional development. As such, attendance at SMF events and meetings should be supported by your organisation and your direct line manager as an opportunity to develop through experience and exposure to different people, views, activities and events. Committee members like other members should attend during normal working hours.

## Committee Roles

Outlined in the Scottish Museums Federations Constitution is the requirement to have a number of specific office bearers within the Committee:

- President
- Vice President
- Secretary
- Treasurer

Over time additional roles have been added:

- Membership Secretary.
- Communications Officer.

## **Committee Meetings and Events**

Committee meetings are scheduled for once every 6 weeks, which results in 9 – 10 meetings per year.

Two – three events are planned per year.

## **General Responsibilities**

- To work with other committee members to produce an Annual Programme and achieve its objectives;
- To raise the profile of the Scottish Museums Federation and its Grant Awards process;
- To regularly attend and actively contribute to committee meetings;
- To, where possible, attend both planned events;
- To ensure the committee is acting in the best interests of the members as a whole;
- To ensure the committee is acting within the parameters of the Constitution.

## Specific Responsibilities

Role	Duties
President	<ul style="list-style-type: none"> <li>• Prepares <a href="#">meeting</a> agendas and sends out to Committee members;</li> <li>• To be the focal point for the Federation and contact with other federations and organisations;</li> <li>• Chairs meetings and AGM;</li> <li>• Prepares the AGM Papers including The Presidents Address;</li> <li>• Ensures all committee members are doing their jobs</li> <li>• <a href="#">Attends committee meetings and SMF events-</a></li> </ul>
Vice President	<ul style="list-style-type: none"> <li>• Chairs meetings and AGM when the President is unavailable.</li> <li>• Supports <a href="#">the</a> President in the role of focal point for the Federation and contact with other federations and organisations</li> <li>• Manages events, with the help of other Committee members;</li> <li>• Ensures all committee members are doing their jobs</li> <li>• <a href="#">Attends committee meetings and SMF events-</a></li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Organises the committee meetings; in conjunction with the President, producing and circulating minutes;</li> <li>• Takes minutes of meetings to include a summary of discussion and record of decisions or actions;</li> <li>• Updates and prepares any documents following consultation with the committee, as required.</li> <li>• <a href="#">Attends committee meetings and SMF events</a></li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Collects subscriptions;</li> <li>• Promotes, receives, reviews and makes recommendations to the committee about Grant Applications;</li> <li>• Keeps a firm control over bank account; being responsible for a written account of all monetary transactions, payment of expenditure and banking income;</li> <li>• Arranges an annual external review of accounts;</li> <li>• Prepares and presents an Annual Statement of Accounts at AGM</li> <li>• <a href="#">Attends committee meetings and SMF events-</a></li> </ul>
Membership Secretary	<ul style="list-style-type: none"> <li>• Develops membership;</li> <li>• Receives membership forms and maintains accurate &amp; confidential membership list;</li> <li>• Undertakes all membership contact, in terms of Events, including AGM;</li> <li>• Sends and receives all correspondence on behalf of the committee</li> <li>• <a href="#">Attends committee meetings and SMF events</a></li> </ul>
Communications Officer	<ul style="list-style-type: none"> <li>• Develops and maintains SMF website;</li> <li>• Looks for opportunities to raise the profile of SMF;</li> <li>• Identifies and implements additional communication channels to support the membership and the aims of SMF.</li> <li>• <a href="#">Attends committee meetings and SMF events</a></li> </ul>
Committee Members without portfolio	<ul style="list-style-type: none"> <li>• <a href="#">Contributes</a> to the smooth running by undertaking any duties associated with the successful delivery of the Scottish Museums Federation support of the sector, specifically at Events</li> <li>• <a href="#">Attends committee meetings and SMF events</a></li> </ul>
Museums & Galleries Scotland representative	<ul style="list-style-type: none"> <li>• Brings information from sector to SMF meetings.</li> <li>• Contributes to the smooth running by undertaking any duties associated with the successful delivery of the Scottish Museums Federation support of the sector</li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="#">Attends committee meetings and SMF events:</a></li> </ul>
Museums Association representative	<ul style="list-style-type: none"> <li>• Brings information from sector to SMF meetings.</li> <li>• Contributes to the smooth running by undertaking any duties associated with the successful delivery of the Scottish Museums Federation support of the sector.</li> <li>• <a href="#">Attends committee meetings and SMF events</a></li> </ul>
Student Representative	<ul style="list-style-type: none"> <li>• Brings information from students to SMF meetings.</li> <li>• Acts as liaison between SMF and St Andrews University</li> <li>• <a href="#">Attends committee meetings and SMF events</a></li> </ul>