

## REGIONAL CONTACT MEMBER FOR THE JACOB SHEEP SOCIETY

February 2024 – Version 1

### Introduction

This document aims to set out the key responsibilities for the post of Regional Contact Member (RCM). The term of Office is for 3 years. The majority of information you require is available on the JSS website and where appropriate, the necessary links will be provided in the relevant sections below. Support is available from all Board members at any time and all RCM's will provide invaluable help to ensure your term in office is enjoyable and rewarding.

There is a summary document of all the key responsibilities for every member of the JSS Board to include the RCM on the website. The document can be found under the Organisation Structure of the Society "Volunteer Roles."

### Society Organisation Structure

The Board is made up of elected and appointed Officers who carry out the functions of the Society on behalf of the membership.

The Board comprises a team of Officers to include the President, Chairman, Vice chairman, Treasurer and Field Officer. In addition, there are 8 RCM's, a Webmaster and Assistant Secretary and Company Secretary.

### Board Director Responsibilities

As Regional Contact Member you become a Director and Trustee of the Jacob Sheep Society. The Society is a Company Limited by Guarantee and also a registered charity. As a Company Director there are certain duties you must fulfil to ensure the JSS complies with the law. (<https://www.gov.uk/government/organisations/charity-commission>)

It is important that you familiarise yourself with the Articles of Association and the Society Byelaws which can be found on the website.

### Regional Responsibilities

#### Board Meetings

- You are required to attend 2 Board Meetings per year held on the first Thursday of March and November. These meetings are held at the Carlton Club in London. In addition, you may be required to attend an interim Zoom meeting of the Board mid-year if Society business requirements deem it necessary.
- In the event that you are unable to attend the meeting, you can nominate a Deputy from your Region.
- You are required to prepare a Regional Report for each Board meeting summarising Regional events and any proposals for operational and financial plans for the Region.

The report must be submitted to the Assistant Secretary prior to the meeting within a set timescale.

#### Regional Committee

- Where possible, a Regional Committee should be formed to assist with the effective running of the Region. Whilst this is not compulsory it is valuable in supporting the RCM in the organisation of events and communication with members.

#### National AGM

- The National AGM is hosted by each Region in turn once every 8 years. The RCM is expected to organise the event supported by the Vice Chairman and the Board in general. The AGM is a major event in the JSS calendar and preparation, and planning needs to take place 12 to 18 months in advance. There is a document which gives advice on the key aspects of organising the AGM which can be found on the website.

#### Regional Events

- There are a number of regional events which the Society recommend are organised in each Region. Whilst these events are not compulsory, they are proven to be excellent means of bringing the membership together in the Region and particularly offering educational opportunities for members. Such events include:
  - Annual Open Day hosted by a member;
  - Flock Competition – bi-annual
  - Judges Seminar, often run in conjunction with an open Day.
  - Regional AGM
- Each Region has the flexibility to organise other events as required, these may include NSA events, smallholders events and shows where the promotional stand can be used. Advice re the funding and financial implications of such events can be obtained from the Treasurer. It is a requirement that a risk assessment is completed for each event. A risk assessment form can be found under the Health and Safety section on [www.farmsunday.org](http://www.farmsunday.org).

#### Finance

As an RCM you can reclaim certain expenses that arise from your work for the Society. You may also have to make or organise purchases on behalf of the Society on occasion, especially if organising an event. For full guidance on all financial matters and explanation of what can & cannot be claimed for, and how to make any expense claims there is a Financial Guidance document available which covers most eventualities on the JSS website (The Society/Organisational Structure/Financial guidance). If there is anything you are unsure of, the Treasurer is always available to give advice.

## Field Officer

The Field Officer's role in relation to RCMs is to support them to enable them to carry out their duties in their respective regions, particularly in relation to:

- Advising and helping them to plan and organise regional open days and offering to hold judges' seminars if required. Also suggesting guest speakers or master judges for stock judging competitions as part of the open day.
- Answering any regional members' questions put to the RCM where they are unsure of the answer concerning registration of stock, ear tagging, interpretation of the Articles of Association or Bye-laws, sales, showing or any other issues that may arise in the region.
- Organise the inspectors and adjudicator if an official sales is held in the region, and approve the choice of a sale judge (to avoid the same judge being invited to judge more than one official sale in any year).
- To deal with any complaints against panel judges which may arise in the region.
- Arrange visits from panel judges to new members' flocks if requested.
- Offer support and guidance generally.

## The Journal

You are required to submit a report for the Journal for each of the 3 editions. The report should summarise the events in the Region and where possible include supporting photographs. The report needs to be sent to the Journal Editor who will advise you of the timescales for submission.

## Grassroots Systems Ltd

Grassroots are employed by the JSS to undertake a number of key responsibilities for the Society. Of particular importance to the role of the RCM is the availability of Regional Member information.

Any communication to be sent to all members in your Region must first be sent to the webmaster who will obtain approval from a Board member prior to Grassroots sending out to the members. Grassroots will also provide details of new members in your Region.

## Communication

### **Internal Communication:**

Internally, we aim to keep the board informed, engaged, and connected. Through regular updates, announcements, and opportunities for feedback, we would like to foster a culture of transparency, inclusivity, and collaboration within the JSS.

## **External Communication:**

Externally, we seek to engage with our members, partners and the public, via direct email, letter or through social media. Through clear and compelling communication, we should aim to raise awareness, build relationships, and inspire support for the JSS.

Communication can be directed in a number of ways.

**JSS Email (Via Google)** – at regional and board level all JSS emails should be for JSS purposes and the system should not be used for personal emails.

**Google Drive** - Use the templates provided to keep communication consistent and use the documented approval process (For Grassroots communication and regional document distribution)

**Telephone / Text** - is it perfectly reasonable to telephone or text a member of the society for society business. Normal etiquette is assumed.

**JSS Cloud Access** - Google Chat, Google Meet, Google Documents. These all are ways to communicate through the Google Workspace system. Normal etiquette is assumed.

Please refer to the JSS Social Media Policy for further guidelines.

<https://usercontent.one/wp/site.jacobsheepsociety.com/wp-content/uploads/2023/11/Jacob-Sheep-Society-Social-Media-Policy.pdf?media=1712233601>

There is a Regional information page on the website and it is important to keep this page updated with events. All information to be uploaded should be sent to the Webmaster who will also remove items which are no longer required.

The regional page will need a photograph with a few details to introduce yourself to your regional members.