

# Planning Officers Society

## Rules of the Society

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# 1 Name of the Society

1.1 Planning Officers Society, referred to in these rules as the Society.

# 2 About the Society

2.1 The Society was formed in April 1997 by the amalgamation of the former County Planning Officers Society, District Planning Officers Society and Metropolitan Planning Officers Society.

2.2 The Society registered as a limited company in September 2008, and as required for any company formed in the UK under the Companies Act, it is governed by its Memorandum of Association and Articles of Association. The Memorandum is the document that set up the company and the Articles set out how the company is run, governed and owned.

2.3 The objectives for the Society, as set out in the Memorandum of Association, are to advance the education of the public in planning law, planning policy and public-sector planning practice and related services for the public benefit in particular, but not exclusively, by:

- Supporting local and central government fulfil their statutory planning duties
- Undertaking research (and publishing the useful results of such research) in the subjects
- Providing advice and guidance, information and promoting best practice and high standards in planning and related services
- Liaising and working with planning professionals, local and central government, the Royal Town Planning Institute and other related professional bodies to maintain and improve standards of planning for the public benefit

2.4 In March 2011 the Society became a Registered Charity.

# 3 Financial Year

3.1 The financial year will commence on 1 April.

# 4 Membership

4.1 The Society has two categories of membership:

- Organisation Members
- Individual Members

4.2 Planners who do not meet the criteria for membership but still work within the field of planning, can register as an Associate of the Society.

4.3 All applications for membership and association will be determined by the Board of Directors.

## Organisation Membership

4.4 Membership of the Society is available to any local planning authority or other public sector organisation that operates within the field of planning in England.

- 4.5 Planners who work for an organisation that is a member can register as members for the duration of their organisation's membership. They will be referred to as POS Planners. Such members have all the benefits of Membership of the Society except:
- They will not have individual voting rights, as the right to vote is vested in the organisation which has membership.
  - They will not personally be liable for an annual subscription, which will be the responsibility of their organisation.
- 4.6 Where a planner works for an organisation entitled to be a member of the Society and either their organisation is not a member or was but have not renewed their membership, such a person will need to become an Individual Member of the Society to maintain their membership.

### Individual Membership

- 4.7 Membership of the Society is available to any planner in England if:
- they are working in planning for a local planning authority or other public sector organisation that operates within the field of planning in England;
  - they primarily provide planning services to such organisations; or
  - they are retired from either type of role and are no longer economically active within or in support of the field of planning.
- 4.8 Where an individual member of the Society becomes unemployed for a significant period or suffers financial hardship, they may apply to the Board of Directors for a reduced subscription rate.

### Requirements of Membership

- 4.9 A Member of the Society will at all times abide by the Rules of the Society. A Member of the Society will forthwith cease to be such if he/she is excluded by a resolution passed by the Board of Directors for any action which, in the opinion of the Board of Directors, is contrary to the interests of the Society.

### Associates of the Society

- 4.10 Associates are not Members of the Society for the purposes of these Rules. An Associate should however respect the Rules of the Society. An Associate will forthwith cease to be such if he/she is excluded by a resolution passed by the Board of Directors for any action which, in the opinion of the Board of Directors, is contrary to the interests of the Society.

## 5 Access to Services

- 5.1 Members of the Society will have full access to the services provided by the Society.
- 5.2 Associates of the Society will have such access to the services provided by the Society as determined from time to time by the Board of Directors of the Society

## 6 Subscriptions

- 6.1 An annual subscription may be levied for Membership of the Society and, if levied, will be payable in advance on or by 1 July each year for that financial year. Membership will cease on the expiry of the period covered by any subscription, including where the subscription is £0.
- 6.2 The Society is able to levy different rates for different types of organisations and individuals. The rate of subscription will be determined by the Board of Directors and reviewed regularly.
- 6.3 The Board of Directors have discretion to waive or reduce subscriptions where they consider the circumstances justify it.

## 7 Directors of the Society

- 7.1 The Directors of the Society will be:
- Chair of the Board
  - President (vice chair)
  - Senior Vice President
  - Junior Vice President
  - Immediate Past President
  - Chair POS Spatial Planning
  - Chair POS Development Management
  - Chair POS NOVUS
  - Chair POSe
  - Treasurer
- 7.2 No person can hold more than one Director role at any one time. If any member of the Presidential Team (see below) has another Directorship role or leaves the Board of Directors, his/her position will be taken by the previous Immediate Past President, and if unavailable the Immediate Past President prior to him/her and so on until the role is filled.

### Chair of the Board

- 7.3 The Chair of the Board will be elected at the Annual General Meeting of the Society. Elections will take place every three years. Any qualifying member of the Society can be considered for election. The election arrangements are set out below under Election of Directors.
- 7.4 The Chair of the Board must be a Full Member of the Society. If during their term of office these circumstances change for any individual, the Board of Directors will decide whether they should continue for their term of office or be replaced.
- 7.5 All communications sent to the Society and all other matters arising in relation to the affairs of the Society are deemed to be referred to the Chair of the Board for consideration in the first instance. The Chair of the Board has power, save for matters that are rightfully the responsibility of the Board of Directors, to take such action as he/she deems fit on behalf of the Society between meetings of the Board of Directors, subject to any action being reported at the next meeting of the Board of Directors.

## Presidential Team

- 7.6 The Presidential Team will comprise the President, Senior Vice President, Junior Vice President and Immediate Past President.
- 7.7 The Junior Vice President will be elected each year at the Annual General Meeting of the Society. Any qualifying member of the Society can be considered for election. The election arrangements are set out below under Election of Directors.
- 7.8 The Junior Vice President will automatically succeed to the position of Senior Vice President after a period in office, and the Senior Vice President will similarly succeed to the position of President after a period in office. The President on having served a period in office, will become the Immediate Past President, until such time that the current President's period in office expires.
- 7.9 The term of office for President, Senior Vice President, Junior Vice President and Immediate Past President will each be one year.
- 7.10 The President, Senior Vice President and Junior Vice President will each be a Full Member of the Society who performs a senior role with a local planning authority in England. If during their term of office these circumstances change for any of these individuals, the Board of Directors will decide whether he/she should continue for his/her term of office or be replaced.
- 7.11 In the event of a vacancy arising during any member of the Presidential Team's term of office, the right of automatic succession will remain. The Board of Directors will have the right to fill any vacancy arising, in the event that the vacancy occurs within 11 months of the start of the Director's term of office.

## Other Directors

- 7.12 The roles of Chair of POS Spatial Planning, POS Development Management, POS NOVUS and POSe will be appointed by those bodies.
- 7.13 Elections for Chair of POS Spatial Planning, POS Development Management and POS NOVUS will take place every three years. The election arrangements are set out below under Election of Directors.
- 7.14 The election of the Chair of POSe is a matter for that company.
- 7.15 The Treasurer will be selected by the Board of Directors. Selection will take place every three years.

## 8 Election of Directors

- 8.1 These rules relate to the election of:
- Chair of the Board
  - Junior Vice President
  - Chair POS Spatial Planning
  - Chair POS Development Management
  - Chair POS NOVUS
- 8.2 The Senior Vice President, the President and the Immediate Past President are succession roles. The election of the Chair of POSe is a matter for that company. The Treasurer is selected by the Board of Directors.

## Chair and Junior Vice President

8.3 The initial process for the election of the Chair of the Board will be as follows:

- In January every third year the Secretary to the Board will ask the Chairs of the Society's main Networks (Spatial Planning, Development Management and NOVUS) and the Chairs of the Regional Networks (where one is in place) to nominate a candidate for Chair of the Board.
- The Board will also nominate a candidate.
- All nominations must be with the Secretary of the Board by the end of April.
- For the avoidance of doubt, different bodies can nominate the same candidate or more than one candidate.
- All candidates must meet the criteria for the role set out in the Rules, in particular para 7.4 above.
- The Chair of the Board (if not standing for election) or otherwise the President will contact all nominated candidates to explain the role.

8.4 The initial process for the election of the Junior Vice President will be as follows:

- In January each year the Secretary to the Board will ask the Chairs of the Society's main Networks (Spatial Planning, Development Management and NOVUS) and the Chairs of the Regional Networks (where one is in place) to nominate a candidate for Junior Vice President.
- If there are no nominations, the Board will nominate a candidate.
- All nominations must be with the Secretary of the Board by the end of April.
- For the avoidance of doubt, different bodies can nominate the same candidate or more than one candidate.
- All candidates must meet the criteria for the role set out in the Rules, in particular para 7.10 above.
- The Immediate Past President will contact all nominated candidates to explain the role.

8.5 The election of the Chair and Junior Vice President will take place at the Annual General Meeting and will follow this procedure:

- If there is only one nominated candidate for a position, that candidate will be deemed to be elected to that position and no vote will take place at the AGM.
- All candidates who have been nominated for election and need to be elected, will complete a statement (in a form to be prepared by the Board of Directors) sent to them by the Secretary to the Board. They must return it to the Secretary to the Board by the deadline set by him/her.
- All Full Members who indicate that they wish to attend the AGM will be sent an Election Pack containing the candidate statements and the ballot paper.
- Those who wished to attend the AGM but have sent their apologies will also be sent an Election Pack (at the discretion of the Board of Directors) and would thereby be entitled to vote via email to the Secretary to the Board prior to a date specified in the Election Pack.
- The vote will be a confidential ballot at the AGM.
- The outcome of the election will be based on first past the post.
- In the event of a tie, a decision will be made by the Board of Directors at their next meeting between the tied candidates. If this relates to the position of Chair, the incumbent will remain in office until the decision is made.

- 8.6 Voting must be in line with the limitations on voting set out in paragraph 5.5 above. Each Full Member (Organisational or Individual) has a single vote. If Full Members (Organisational) who are from the same organisation each casts a vote, those votes will be nullified. The Organisation which has Full Membership is responsible for ensuring that only a single vote is cast on its behalf.

## Network Chairs

- 8.7 The process for the election of the Chair of POS Spatial Planning, POS Development Management and POS NOVUS will be as follows:
- In January the membership of each network will be asked by the existing Chair if anyone wishes to stand as Chair and the Deputy to the Chair (Vice Chair or Secretary).
  - At or before their last meeting in any financial year the network will choose their chair and the deputy.
  - The Secretary to the Board will be informed of this decision as soon as possible.

## 9 Board of Directors

- 9.1 The Board of Directors (which is referred to as the Council in the Articles of Memorandum) will consist of the Directors of the Society who will have the responsibilities placed upon them by company law and the incorporation of the Society as a Registered Charity. The Board of Directors is responsible for setting the direction, policies and priorities of the Society. The Board of Directors will have the responsibility to carry out all company business.
- 9.2 The Chair of the Board will chair meetings of the Board of Directors. In his/her absence the President, if absent the Senior Vice President, if absent the Junior Vice President, or if absent the Immediate Past President, will occupy the chair. The Board of Directors will meet at least once annually and from time to time as business dictates.
- 9.3 The quorum for any meeting of the Board of Directors is not less than two members in attendance, which must include at least one member of the Presidential Team.
- 9.4 Decisions made by the Board of Directors will be arrived at consensually, but where this is not possible be determined by a majority vote. Each Director present will have a vote and in the event of an equality of votes the Chair will have a second unrestricted casting vote.
- 9.5 The Board of Directors have the power to co-opt such other Members of the Society as deemed appropriate.

## 10 Meetings of the Society

- 10.1 Meetings of the Society will take the form of an Annual General Meeting or an Extraordinary Meeting.
- 10.2 The Annual General Meeting of the Society will be held at a time to be agreed by the Board of Directors.
- 10.3 The election of the Chair of the Board (when necessary) and the Junior Vice President will take place at the Annual General Meeting.

- 10.4 The Annual General Meeting will be informed (when necessary) about the election of the Chairs of POS Spatial Planning, POS Development Management, POS NOVUS and POSe by those networks/company and about the selection of the Treasurer by the Board of Directors.
- 10.5 The Annual General Meeting will receive reports on the activities of the Society and POSe.
- 10.6 The President or the Chair of the Board may call an Extraordinary Meeting of the Society at any time and will do so when required in writing by not less than nine Full Members.
- 10.7 Fourteen days' clear notice will be given to all Full Members for a Meeting of the Society.
- 10.8 Motions to be put to a Meeting of the Society must be received by the Secretary to the Board not less than seven clear days before the date of the meeting.
- 10.9 The President will chair a Meeting of the Society. In his/her absence the Senior Vice President, if absent the Junior Vice President, or if absent the Immediate Past President, will occupy the chair.
- 10.10 The Quorum for a Meeting of the Society will be not less than five Full Members in attendance, which must include at least one member of the Presidential Team.
- 10.11 Decisions at a Meeting of the Society will be arrived at consensually, but where this is not possible, be determined by a majority vote. Each Full Member (Organisational or Individual – see paragraph 5.5) present will have a single vote and in the event of an equality of votes the Chair will have a second unrestricted casting vote.

## 11 Society Networks

- 11.1 The Society will set up and support networks to develop the Society's policy position on a range of subjects and to further the support it gives to its membership.

### Policy Forum

- 11.2 The Society will convene a meeting between the Board of Directors, the Subject Specialists and the Regional Networks' Chairs, at least annually, to consider and discuss strategic policy matters. This meeting will be called the Policy Forum.
- 11.3 Whilst the Policy Forum is aimed at the people listed in the preceding paragraph, all Full Members of the Society are welcome.
- 11.4 The President will chair the Policy Forum. In his/her absence the Senior Vice President, if absent the Junior Vice President, or if absent the Immediate Past President, will occupy the chair.

### Spatial Planning and Development Management Networks

- 11.5 There are currently two standing policy networks responsible for the Society's main policy work:
  - POS Spatial Planning
  - POS Development Management
- 11.6 Other policy networks may be formed by the Board of Directors as required.

- 11.7 Each is a network of interested and active Full Members of the Society that develop the policy of the Society in these two core areas.
- 11.8 They will meet regularly (eg 4 times a year), either separately or combined, and seek to engage interested public sector planners across England.
- 11.9 Each network will elect their chair and a nominated deputy (vice chair or secretary) who will be Full Members of the Society. Elections will take place every three years. The election arrangements are set out above under Election of Directors. The chair of each network will be a Director of the Board of Directors.
- 11.10 The chair of each network or nominated person shall report regularly to the Board of Directors on the activities of the network.
- 11.11 The chair of each network or nominated person shall attend the Policy Forum.

### Subject Specialists

- 11.12 The Board of Directors can appoint, after taking account of any recommendations from either of the Spatial Planning or Development Management Policy Networks, POS NOVUS or the Policy Manager, Subject Specialists who will be responsible for co-ordinating the Society's policy view on those specialisms. These can take the following forms:
- Long-term subject leads who have active networks that meet regularly
  - Subject leads who have a virtual network that communicate as necessary
  - One-off task & finish specialists to deal with an emerging and short term or infrequent issue
- 11.13 The Subject Specialists will be expected to take responsibility for corralling the Society's policy position on their topic area as set out in the job description in Appendix B.
- 11.14 The Subject Specialist shall attend the Policy Forum and actively participate in the Spatial Planning or Development Management Policy Networks as appropriate in relation to their topic area.

### Regional Networks

- 11.15 The Society will support a network of Regional Networks, whose main function will be the interchange of information, expertise and good practice among the membership and advising public sector organisations. The Regional Networks may also be consulted on current issues and will serve as a means of sounding opinion within the Society.
- 11.16 The geographical coverage of the Regional Networks will be at the initiative of the membership in the relevant part of the country and shall be notified to the Secretary to the Board. Any areas of disagreement between Regional Networks will be resolved by the Board of Directors.
- 11.17 Each Regional Network can elect its own Chair, who will be a Full Member of the Society. Elections should take place at least every three years.
- 11.18 The Regional Chairs should attend the Policy Forum and if unable to attend, send a nominated person from their regional network.
- 11.19 The frequency and format of meetings and administrative arrangements will be at the discretion of the individual Regional Group.

## POS NOVUS

- 11.20 POS NOVUS is a network of planners who are at the earlier stages of their careers.
- 11.21 POS NOVUS will elect their Chair and a nominated deputy (vice chair or secretary) who will be a Full Member of the Society. Elections will take place every three years. The election arrangements are set out above under Election of Directors. The Chair of POS NOVUS will be a Director of the Board of Directors.
- 11.22 The Chair of POS NOVUS or nominated person shall report regularly to the Board of Directors on the activities of the network.
- 11.23 The Chair of POS NOVUS or nominated person shall attend the Policy Forum.

## 12 POS Enterprises

- 12.1 POS Enterprises Ltd (POSe) is a subsidiary company of the Society limited by shares, held by the Society.
- 12.2 The Directors of POSe will be approved by the Board of Directors of the Society.
- 12.3 The Chair of POSe will be a Director of the Board of Directors of the Society.
- 12.4 The Chair of POSe or nominated person shall report regularly to the Board of Directors on the activities of the company.
- 12.5 An annual report will be made to the Society's AGM on the activities of POSe.
- 12.6 For the avoidance of doubt nothing shall prevent a person being both a Director of the Society and a Director of POSe.

## 13 Support Services to the Society

- 13.1 The Board of Directors may appoint contractors to provide support services to the Society to discharge responsibilities such as:
- To assist with the smooth running of the Society
  - To ensure that the Society's communications are effective and timely
  - To maintain the Society's website
  - To act as lead officer for responses to consultations from the Government and others as required by the Board of Directors
- 13.2 Any period of appointment will be for a maximum of three years. These contractors will report to the Board of Directors as required.
- 13.3 The Treasurer will act as the Contracts Manager for all POS contractors.

### Finance

- 13.4 The Treasurer or a nominated person will present the balance sheet and accounts to the first available Board of Directors after they have been audited by the company's appointed auditors.
- 13.5 The funds of the Society will be deposited in a bank or building society account in the name of the Society and all cheques be signed by the Treasurer or the Secretary to the Board.

- 13.6 The Treasurer or a nominated person will have discretion to reimburse expenses for the Directors of the Society, up to a total sum per annum as may be set by the Board of Directors from time to time, subject to him/her being satisfied that the money was/or is to be spent on activities related to the work of the Society. For the avoidance of doubt, attendance at POS events, such as Board, Forum, Networks or Conferences, is not reimbursable. All claims for a financial year (1 April to 31 March) must be made within 30 days (ie by 30 April of the following financial year).
- 13.7 The Society shall be able to make financial transactions with POS Enterprises Ltd as agreed and determined by the Board of Directors.

## 14 Changes to the Rules of the Society

- 14.1 The Rules of the Society will normally be amended by the Board of Directors.
- 14.2 The Rules of the Society can be amended by the membership of the Society at the Annual General Meeting or at an Extraordinary Meeting of the Society. Full details of any proposed changes to be considered at such a meeting must be lodged with the Secretary to the Board so that they can be published at least seven clear days before the date of the meeting. Any changes agreed at an Annual General Meeting or at an Extraordinary Meeting of the Society will only come into effect if supported by at least three quarters of the Full Members (Organisational or Individual – see paragraph 5.5) present and voting.
- 14.3 Any question touching upon the interpretation of the Rules will be determined by the Board of Directors in its absolute discretion.
- 14.4 For the avoidance of doubt, the appendices do not form part of the Rules.



## APPENDIX B: Job Descriptions

Job descriptions for the POS Board Directors, Other non-director roles and the POS support services.

For the avoidance of doubt, if there is a perceived conflict between a Job Description and the Rules, the latter shall prevail. Any question touching upon the interpretation of a Job Description will be determined by the Board of Directors in its absolute discretion.

### POS Board Directors

The Director of POS are:

- Chair of the Board
- President
- Senior Vice President
- Junior Vice President
- Immediate Past President
- Chair POS SP
- Chair POS DM
- Chair POS NOVUS
- Chair POSe
- Treasurer

All Board members are responsible for:

- The strategic direction, policies and priorities of POS as outlined in the business plan
- Agreeing the annual trustees' report
- Agreeing the weightings attached to the risk assessment
- Agreeing and implementing a strategy in respect of POS's financial reserves
- Approving an expenditure budget for the year against expected income and for agreeing any large items of expenditure which arise outwith the approved budget
- Agreeing annual membership fee rates
- Identifying and appointing the Directors of POS Enterprises Ltd
- Carry out actions allocated to individual Board members in business plan

### POS Chair

- Chair the Board of Directors
- Represent POS at meetings with Ministers, Government officials, professional bodies, etc
- Assist the Policy Manager in submitting responses on behalf of POS
- On behalf of the Board of Directors, give final approval to consultation responses, and related correspondence
- Assist the Communications Manager in dealing with enquiries from the media
- Attend POS Policy Forum as part of the Core Membership

### President

- Principal figurehead for POS
- Set objectives for the Presidential year that will help to achieve POS's overall objectives
- Lead officer for the programme for the POS Annual Conference
- Assist the Chair in representing POS at meetings with Ministers, Government officials, professional bodies, etc

- Assist the Policy Manager in submitting responses on behalf of POS
- Assist the Communications Manager in dealing with enquiries from the media
- Chair the following meetings:
  - Annual General Meeting
  - Extraordinary Meeting
  - POS Policy Forum
- In the absence of the Chair of the Board, chair the Board of Directors
- Attend POS Policy Forum as part of the Core Membership

### Senior Vice President

- Deputise for the President
- Lead officer for the programme for the Joint POS/BPF Annual Conference
- Assist the Communications Manager in dealing with enquiries from the media
- In the absence of the President, chair the following meetings:
  - Board of Directors
  - Annual General Meeting
  - Extraordinary Meeting
  - POS Policy Forum
- Attend POS Policy Forum as part of the Core Membership

### Junior Vice President

- Represent POS on the National Planning Forum
- Chair and assist with the organisation of the Joint POS Networks meeting in January
- Assist the Communications Manager in dealing with enquiries from the media
- In the absence of the President and the Senior Vice President, chair the following meetings:
  - Board of Directors
  - Annual General Meeting
  - Extraordinary Meeting
  - POS Policy Forum
- Attend POS Policy Forum as part of the Core Membership

### Immediate Past President

- Assist the President as required
- Provide a source of experience and expertise to be called on as and when needed
- Advise JVP candidates
- Mentor JVP
- Organise the Past President's Annual Meal
- Assist the Communications Manager in dealing with enquiries from the media
- In the absence of the President, Senior Vice President and the Junior Vice President, chair the following meetings:
  - Board of Directors
  - Annual General Meeting
  - Extraordinary Meeting
  - POS Policy Forum
- Attend POS Policy Forum as part of the Core Membership

### Chair POS Spatial Planning Network (POS SP)

- Organise (with deputy/secretary) and chair regular meetings and maintain electronic contact with POS members within the Spatial Planning Network
- Ensure the Secretary to the Board has an up-to-date list of members of the POS SP Network
- Ensure that your Network submits at least one nomination for Junior Vice President each year
- Act as a conduit between POS SP and the Board of Directors
- Assist the Policy Manager in submitting responses on behalf of POS
- Assist the Communications Manager in dealing with enquiries from the media
- Attend POS Policy Forum as part of the Core Membership

### Chair POS Development Management Network (POS DM)

- Organise (with deputy/secretary) and chair regular meetings and maintain electronic contact with POS members within the Development Management Network
- Ensure the Secretary to the Board has an up-to-date list of members of the POS DM Network
- Ensure that your Network submits at least one nomination for Junior Vice President each year
- Act as a conduit between POS DM and the Board of Directors
- Assist the Policy Manager in submitting responses on behalf of POS
- Assist the Communications Manager in dealing with enquiries from the media
- Attend POS Policy Forum as part of the Core Membership

### Chair POS NOVUS Network

- Organise (with deputy/secretary) and chair regular meetings and maintain electronic contact with POS members within the POS NOVUS Network
- Ensure the Secretary to the Board has an up-to-date list of members of the POS NOVUS Network
- Ensure that your Network submits at least one nomination for Junior Vice President each year
- Act as a conduit between POS NOVUS and the Board of Directors
- Assist the Policy Manager in submitting responses on behalf of POS
- Assist the Communications Manager in dealing with enquiries from the media
- Attend POS Policy Forum as part of the Core Membership

### Chair POS e

- JD responsibility of POS Enterprises

### Treasurer

- Report regularly to Board on the Society's financial position
- Liaise with and supervise contractors
- Monitor activity against agreed contract terms
- Authorise payment invoices from contractors
- Report performance of contractors to the Board of Directors
- Attend POS Policy Forum as part of the Core Membership
- Be a bank account signatory

## Other non-director roles

### Subject Specialists

- Take responsibility for corralling the Society's policy position on their topic area
- Set up and nurture an appropriate network of public sector planners who are interested in their topic area and willing to be involved in policy development on an active basis
- Ensure the Secretary to the Board has an up-to-date list of members of your subject Network
- Assist the Policy Manager in preparing responses on behalf of the Society
- Assist the Communications Manager in dealing with enquiries from the media
- Report to the Board of Directors on their topic area as required
- Actively participate in the Spatial Planning or Development Management Policy Networks as appropriate in relation to their topic area
- Attend POS Policy Forum as part of the Core Membership
- Carry out any actions allocated in business plan

### Chairs of Regional Networks

- Organise (with deputy/secretary) and chair regular meetings and maintain electronic contact with POS members within your regional network
- Ensure the Secretary to the Board has an up-to-date list of members of your regional Network
- Seek to submit at least one nomination for Junior Vice President each year on behalf of your network
- Attend POS Policy Forum as part of the Core Membership
- Carry out any actions allocated in business plan

## POS support services

### Secretary to the Board

- Arrange and prepare for meetings of the Board of Directors and take and prepare minutes
- Prepare all returns to Companies House and the Charity Commission
- Provide financial accounting services for POS
- Monitor and provide regular budget reports to the Board of Directors
- Monitor and provide regular update reports against targets in the POS Business Plan to the Board of Directors
- Maintain, monitor and provide regular updates of the risk register to the Board of Directors
- Maintain membership records and database
- Maintain master lists of the POS SP, POS DM, POS NOVUS, Subject Specialists and Regional Networks
- Despatch annual subscription invoices and receipt of remittances
- Response to general enquiries received via telephone and email
- Administer all aspects of the POS Annual Conference including venue, publicity, speakers, tours, dinner, bookings and sponsorship
- Maintain Events element of POS website
- Carry out actions allocated to role in business plan
- Be a bank account signatory
- Provide cover to Communications Manager in his/her absence as required

### Communications Manager

- Assist the society in communicating its policy and attend POS Board of Directors to discuss and agree POS policy
- Report activity to Board of Directors
- Attend POS SP, POS DM, POS NOVUS or POS Policy Forum as necessary
- In liaison with the POS Chair:
  - Provide a first stop response on behalf of POS
  - Deal with enquiries from the media
  - Prepare and issue media releases
- Issue promotional activity for POS
- Prepare and distribute the e-bulletins
- Initiate/respond to enquiries from within and outside POS
- Prepare and keep up to date a Communications Plan
- Liaise with/supervise the website provider and ensure the website is kept up to date
- Maintain the New element of the POS website
- Carry out actions allocated to role in business plan
- Provide cover to Secretary to the Board in his/her absence as required

### Policy Manager

- Assist the society in setting its policy and attend POS Board of Directors to discuss and agree POS policy
- Report activity to Board of Directors
- Attend POS SP, POS DM, POS NOVUS or POS Policy Forum as necessary
- Arrange and prepare for meetings of the POS Policy Forum and take and prepare minutes
- Act as lead officer for the submission of responses to consultations from the Government and others as required by the Board of Directors
- Ensure responses are produced in a timely manner and prepare responses where necessary
- Liaise with the following as necessary in finalising responses on behalf of POS:
  - POS Chair and President
  - POS SP Network
  - POS DM Network
  - POS NOVUS Network
  - Subject Specialists
- Maintain a log of all consultations from the Government and others
- Carry out appropriate research as required by the Board of Directors
- Maintain the Publications element of the POS website
- Carry out actions allocated to role in business plan