

Council Elections

Winter 2021

Role of Council

Council is the ultimate decision-making body of our Society. Its members oversee PSGB's activities and are responsible for the stewardship of our organisation, as a UK charity.

Council members are volunteers and carry out their duties for the benefit of all members of the Society. Each member of Council has a three-year term, but may stand for re-election for two consecutive terms.

Our current Council comprises of primatologists with a mix of professional backgrounds, bringing a variety of perspectives and skills to the running of the Society. We hope to attract a suitably diverse and experienced set of applicants in the 2021 elections to help maintain the functioning of PSGB in the coming years.

Council Positions

We seek applications for the following ten positions:

- President (and Trustee)
- Treasurer (and Trustee)
- Marketing Officer
- Media Officer
- Student Officer
- Research Officer (the incumbent, Dr Zanna Clay, intends to stand for re-election)
- Equality, Diversity and Inclusion Officer (the incumbent, Dr Alecia Carter, intends to stand for election)
- Engagement, Education and Impact Officer (the incumbent, Dr Ben Coleman, intends to stand for re-election)
- 2 x General member of Council

PSGB needs you: stand for election to Council!



Primate Society
of Great Britain



Council Elections

Role Descriptions

You can read role descriptions of these positions at the bottom of this document.

www.psgb.org

For informal enquiries, do feel free to contact the General Secretary, Alex Georgiev (secretary@psgb.org).



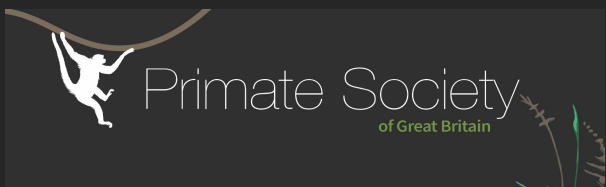
Application Process

To stand for election, please send a brief personal statement (no more than 500 words) and a CV to Alex Georgiev (secretary@psgb.org) by 31st October 2021 (as Word files or similar). These will be available for all PSGB members to read before they cast their votes. In your personal statement, please state which role you'd like to be considered for and briefly explain your motivation to serve on Council. Indicate how your background and expertise will make a valuable contribution to the Society and your main priorities if elected.

Members will cast their vote in the lead up to the Winter Meeting in December. At the Annual General Meeting in December, PSGB members will ratify the outcome of the elections and new council members will take up their positions from 1st January 2022.

Student members of the Society can stand for election for Student Officer. Full members of the Society can stand for election for any of the remaining roles.

PSGB values diversity and supports equity of opportunity.



**Application deadline
31st Oct 2021**

ROLE DESCRIPTIONS

President

The President is an elected Officer of PSGB, responsible for representing the Society. The President is also listed as a Trustee with the Charities Commission and is responsible, along with the Treasurer and General Secretary, for ensuring the Society operates in accordance with the guidelines for charitable status and for annual reporting to the Commission. The term of office is three years, with a maximum of two consecutive terms.

Regular duties:

- Chair meetings of PSGB Council (held in Jan, March / April & Sept).
- Chair the AGM (held at the Winter meeting, December).
- Write letters of thanks to the organisers of the Winter and Spring meetings, and to retiring Council members.
- Be the signatory for official letters on behalf of the Society.

Representational duties

- Represent PSGB at the IPS Council meetings (held before and after each IPS congress), bringing important UK issues to the attention of IPS Council and delivering a brief report on PSGB activities since the last IPS Council meeting.
- Represent PSGB at the EFP board meeting (held during the EFP conference) bringing important UK issues to the attention of EFP Council and delivering a brief report on PSGB activities since the last EFP Council meeting.
- Help represent the PSGB to the media.
- Help liaise with other national societies on matters of common interest and concern.

PSGB Meetings

- Welcome speech at meetings.
- Announce the winners of the student prizes at the end of the Spring meeting.
- Announce the winners of the Napier, Osman Hill, and any other prizes/medals at the Winter meeting.

Other duties may be required in accordance with the Society's needs.

Expenses of travel to council meetings and to the AGM are covered by PSGB. It is expected that the president will attend both winter and spring meetings each year. PSGB does not pay registration, subsistence or accommodation for attendance at the meetings, nor is it usual practice for PSGB to pay expenses associated with attendance at EFP and IPS meetings.

Treasurer

The Treasurer is an elected Officer of PSGB, responsible for maintaining the financial health of the Society and daily accounting. The Treasurer is also listed as a Trustee with the Charities Commission and is responsible, along with the General Secretary, for ensuring the Society operates in accordance with the guidelines for charitable status and for annual reporting to the Commission. The term of office is three years, with a maximum of two consecutive terms.

At the beginning of a term of office, the Treasurer-elect will take over as signatory on the bank accounts of the Society, and be named as a Trustee. The Treasurer is the sole signatory on all the society's finances. There are a number of forms to be completed by the out-going Treasurer and the new Treasurer will likely be credit-checked by the Charities Commission and banks that hold the Society accounts.

The main duties of the Treasurer are as follows:

- *Banking* -the Treasurer deals with the 2 banks the society has, Paypal, GoCardless (Direct Debit) and Stripe (card payments), makes online bank payments to UK and Overseas banks. Liaise with banks handling queries. All payments and receipts are online.
- *Website* - the Treasurer helps with the running of the society's website which is based on the WhiteFuse system.
- *Membership* - the Treasurer is helped by the Membership Secretary (MS) in processing annual subscriptions from members. The MS is responsible for the upkeep of the membership database and answering general queries from new or existing members. The Treasurer deals with the financial side, accepting and processing online payments, cheques and setting up standing orders. The renewal period (October - November) is the busiest time for membership activities.
- *Meetings* - the Treasurer works with the Meetings Officer to approve budgets for the twice-yearly conferences and also processes registration payments. All invoices related to the meetings are also sent to the Treasurer for payment who then presents the meeting accounts to the PSGB Council.

- *Accounting* - all income and expenditure is entered into the accounts spreadsheet (Excel) by the Treasurer. Our year runs from October 1st to September 30th and annual accounts must be submitted to the Charities Commission by June/July of the following year, together with a short written report. A spreadsheet is set up so that all calculations are done by Excel as numbers are entered and it is easy to maintain.
- *Grants* - the Treasurer liaises with the Working Party Convenors and Council to set budgets for grants each year and is responsible for making payments to recipients.
- *Council activities* - the Treasurer sits on the PSGB Council and is required to attend the quarterly Council meetings (January, March/April and September). At each meeting, the Treasurer presents the accounts and a report on the current financial status of the Society. Attendance at the AGM is also required where the end-of-year accounts are presented to the membership. This is followed up by a report in Primate Eye prepared by the Treasurer that discusses the finances and current membership of the Society. Expenses are paid for attendance at the regular Council meetings and the AGM.

Other duties may be required in accordance with the Society's needs.

Time commitment - although this position carries some responsibility, the time commitment is relatively small. For most of the year, the requirements can be satisfied in less than one hour per week (some weeks less). Only during the membership renewal period and in the run up to the meetings can more time taken up. Even at the busiest times, two hours per week is more than enough to keep on top of the job.

Marketing officer

As the Society's marketing officer you will lead fund-raising efforts at our annual meetings (e.g., source items for silent auction and organise a raffle), develop our online shop, and engage with external sponsors and donors. The marketing officer has a central role in seeking out and maintaining external funding streams and as such makes a crucial contribution to the Society's ability to enact its charitable functions.

Media officer

To lead and develop the Society's online presence and media strategy. You will manage our website and social media (Facebook, Twitter, Instagram) and assist Council in communications with the membership and the public.

Student officer

Students are at the heart of PSGB and the student officer convenes the Student Subcommittee. The Student Officer sits on Council with full voting rights and helps steer the work of the Society in engaging and representing our student members.

Research officer

The research officer convenes the Research Subcommittee, which runs the Research Grant programme of the Society. The subcommittee also evaluates nominees for the Napier Memorial Medal, recognising outstanding new contributions to the primatology by PhD researchers during their dissertation work.

Equality, Diversity and Inclusion (EDI) officer

The EDI officer convenes the EDI subcommittee, which aims to embed equality, diversity, and inclusion into the existing activities of the PSGB and develop new initiatives to promote and encourage equality, diversity and inclusion in the society. This is a recently created role and open for development.

Engagement, Education and Impact (EEI) officer

The EEI officer convenes the EEI subcommittee, which aims to develop and promote the activities of the Society in relation to engagement, education and impact. This is a recently created role and open for development.

General member of Council

As a general member of Council you will participate fully in decision-making. Depending on your interests and expertise you will contribute to an aspect of the Society's work that would be determined in consultation with the rest of Council.