



# The Spirit of Coltishall Association

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## Constitution & Rules

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**AMENDMENT RECORD SHEET**

AL No	Pages affected	AGM	Date Incorporated



# THE SPIRIT OF COLTISHALL ASSOCIATION

## CONSTITUTION AND RULES

NB: Throughout this document the posts are referred to in the male gender but this should be taken as applying equally to post holders or members being either male or female.

### Name

1. The Association shall be known as “The Spirit of Coltishall Association” and hereinafter referred to as “The Association.”

### Objectives of The Association

2. The objective of The Spirit of Coltishall Association is to foster the memory of RAF Coltishall and to maintain the Station’s renowned spirit through providing members with social and other occasions to celebrate their comradeship through their connection with the Station. The Association will also play a major role in the preservation of the history and memory of RAF Coltishall by its stewardship of the RAF Coltishall Collection wherever it may be located.

### Membership and Subscriptions

3. The membership of The Association shall consist of:

- a. **Service and Ex Service Membership** – Serving and ex serving members of the Armed Forces who have served at the Station or who have an interest in the aims of the Association.
- b. **Civilian Personnel Membership** – Civilian Personnel who were employed on the Station (in any capacity ie MoD employees or Contractors and their employees).
- c. **Affiliated Civilian Membership** – Those civilians with an association with or an interest in the Station (ie. local residents, artists, historians, media workers, partners of deceased members who would have qualified in the other categories).

All member categories above will pay the same annual subscription for the sole purpose of the running of the Association itself.

d. **Honorary Membership** – Anyone so invited to be an honorary member by the Committee and ratified at an AGM. *Honorary Members shall not be entitled to vote at the AGM.*

e. **Honorary Lifetime Membership – Oldest Member** - As the Association aims to maintain the traditions of the Service and respect the history of RAF Coltishall, it has been agreed that the Association should have a 'Lifetime Honorary Membership' appointment. This will be awarded to the 'oldest member' to have served in the Royal Air Force and at RAF Coltishall.

Qualifier: The intention is to honour the oldest member. The selected member must be the oldest person on the membership list held by the membership secretary, and must be a retired member of the Royal Air Force and have served at RAF Coltishall.

Rider: In the event that a new member on joining The Association were to qualify as an 'oldest member' then the current holder would continue but a second Honorary Life Member would be appointed in the following year. This situation would be extremely unique and unexpected. As the intention is to honour the oldest member, the Committee would need to make a further appointment as above.

Vacant Appointment: When the Oldest Member post becomes vacant, the membership secretary will advise the Committee of the next person to qualify. The secretary will then write to the next person and advise them of the appointment. No refund of subscription will be made in that current year.

f. **Honorary President** – The Committee shall consider and recommend to the membership at an AGM the appointment of a worthy individual to the position of Honorary President. This will be a non-executive life time appointment with the caveat that the presidency can be ended:

- i. If the incumbent is no longer able to fully carry out the role of President.
- ii. If the incumbent behaves in a manner which would reflect badly on The Association.
- iii. If the incumbent no longer wishes to remain as President.

4. Honorary Members shall not be required to pay an annual subscription but may, at the discretion of the Committee, be required to pay for their attendance at any event or function.

### **Annual General Meeting (AGM)**

5. The Annual General Meeting of The Association shall be held in the first quarter of the year.

6. Notice of the AGM will be displayed on the Association Website with a copy of the Agenda and a copy of the previous year's report and accounts and shall be sent to all members without internet access at least 14 days before the date of the meeting.

7. No person shall have the power to vote unless he/she has been a Member for at least 14 days before the date of the Meeting. In the event of there being no quorum (see Para 17) at the AGM, the said meeting will be adjourned to a date not later than 14 days after the Meeting and all Members given warning of this fact in writing or email. At the resultant AGM, the Members present form a quorum.

8. A report of the major activities of The Association and an abstract of the past year's accounts (duly audited) will be given by the Officers of the Committee. The Meeting will elect the Committee who will be entirely responsible for running The Association for the coming year. The Committee will consist of:

- a. Chairman
- b. Secretary
- c. Membership Secretary
- d. Treasurer
- e. Deputy Treasurer
- f. Entertainments Member
- g. Association Historian
- h. Publicity Member (Newsletter Editor)
- i. Coltishall Collection Curator
- j. General Members

9. The Committee will appoint a Vice Chairman annually from its Committee to assist the Chairman when required. (The outgoing Chairman will preside over the AGM and present his report).

### **Extraordinary General Meetings**

10. An Extraordinary General Meeting of The Association may be called at any time by the Committee or upon a request being sent to the Chairman which is supported by at least two members who are not related stating the purpose of the Meeting. Members attending to be only those entitled to vote (see Para 5). The Chairman shall instruct the Secretary to call a Meeting in the terms thereof within 14 days.

11. The Chairman shall have power to call an Extraordinary General Meeting at all times but notice thereof stating business must be sent to all members at least 14 days before the meeting.

### **Committee Meetings**

12. The Committee shall meet quarterly or more often as necessary.

13. Notices of a Committee Meeting shall be rendered to all Committee Members not less than 7 days before the date of the Meeting (but accidental omission to give notice of a Meeting to, or non receipt of notice to a Meeting by any Member entitled to receive notice shall not invalidate the proceedings at the Meeting).

14. Only Committee Members shall participate in Committee Meetings. The Committee shall decide on all matters considered to be within its jurisdiction. The decisions of the Committee shall be binding on all parties concerned.

15. Any action properly taken to carry out the decisions of the Committee shall not involve the Office Bearer(s) taking such action in any individual responsibility. The Committee shall take collective responsibility for such actions.

## **Nominations for the Committee**

16. No nomination for any appointment is valid unless the person proposed indicates his willingness to accept office or has previously given consent to nomination. Nominations for the Committee must be presented to the Secretary at least 7 days before the date of the AGM.

## **Quorum**

17. Quorums for meetings shall be:

- |    |                                |    |  |
|----|--------------------------------|----|--|
| a. | Annual General Meetings        | 20 | <i>To include at least 5 Committee Members</i> |
| b. | Extraordinary General Meetings | 20 | <i>To include at least 5 Committee Members</i> |
| c. | Committee Meetings             | 5  |  |

## **Powers to Co-opt**

18. A majority of the Committee only shall have powers to co-opt up to two persons at any one time. Co-opted members shall not have the power to vote upon the matter for which they have been co-opted and shall only act for the duration of the matter for which they have been co-opted.

## **Powers of the Committee**

19. Within their general powers of management, the Committee shall have the power to carry out the following duties:

- a. To undertake the management of the general business of the Association in the best interests of the Members and in keeping with the traditions of the Royal Air Force and the Spirit of RAF Coltishall.
- b. To ensure that no Association funds are spent without prior consent of the Committee.
- c. To decide on an annual programme of events for The Association.
- d. To arrange and control, as applicable, any project they may deem necessary for the Association. Fundraising would be separate from subscriptions and based on normal charitable fundraising effort.
- e. To appoint Sub-Committees for defined purposes.
- f. To formulate such changes to the Constitution and Rules they may deem necessary for the proper management of The Association and submit them to the AGM for ratification.
- g. After due consideration of the facts, to take disciplinary action against any Member if they consider such a step is in the best interests of The Association. Adequate reason(s) will be given for such action.
- h. To fill Committee vacancies as they arise during their term of office until the next AGM.



- i. To appoint bankers.
- j. To recommend to the AGM the appointment of auditors.
- k. To recommend the appointment of an Honorary President to the membership at an AGM on such occasion when this position is vacant.
- l. To recommend the level of annual subscriptions to the AGM.

## **The Duties of The Committee Officers**

20. The Duties of the various Committee officers shall be:

- a. **The Chairman.** The Chairman shall chair meetings of the Committee and undertake those duties such as hosting official guests at functions.
- b. **The Secretary.** The Secretary will deal with all correspondence, consulting with The Committee members as necessary, notifying the Committee Members of all meetings in plenty of time. He will keep a Minute Book in which he will enter the minutes of meetings (after approval of the Chairman) and have them available to all Association Members and for approval at the next Committee Meeting.
- c. **Membership Secretary.** The Membership Secretary shall receive applications and nominations for membership of the Association and maintain a register of members on file in an appropriate format. He will also provide membership statistical information to the Committee at both Committee Meetings and the AGM.
- d. **The Treasurer.** The Treasurer shall receive all monies (including subscriptions) and make payments on behalf of the Association. He will keep proper accounts of monies received and other records as deemed necessary to show the true financial state of the Association. These records shall be audited and submitted to the AGM. He will submit a balanced statement of expenditure supported by invoices, receipts and bank account documents at the end of the financial year for the submission to the Auditor(s). He will deposit funds of The Association in accordance with paragraph 24. He will report on the financial position monthly if required to the Committee.  
The financial year for The Association shall commence on the 1st day of January and end on the last day of December annually.
- e. **Deputy Treasurer(s).** The Deputy Treasurer will support the Treasurer in the tasks outlined above and will deputise in any absence.
- f. **Entertainments Member.** The Entertainments Member will chair a sub-committee responsible for the organisation and running of a programme of events and social functions throughout the year. This programme is to be ratified by the Committee. He will be supported by deputies who will form his sub-committee and assist with the organisation of such events and social functions. He will be able to co-opt any number of ordinary members who volunteer to assist with the organisation of events and functions. The Entertainments sub-committee will appoint

a Deputy Entertainments Member to attend the Committee Meetings in the absence of the Chairman of Entertainments

g. Association Historian. The Association Historian will maintain the history element of the website, receive historical information from any source for incorporation into the Association Archive to be held at the RAF Coltishall Memorial Rooms in the Air Defence Radar Museum at Neatishead or any future establishment.

h. Publicity Member. The Publicity Member will produce a newsletter (to be called "The Colt 38 Magazine" after the last Station Magazine) on a 6 monthly basis. This is to be published in paper copy for distribution to members and a copy placed on the website. It is also to be made available to certain non-members as a publicity vehicle for The Association.

i. Coltishall Collection Curator. The RAF CMR Curator is responsible to the Committee for the stewardship of the collection on display at the ADRM, separately to the RAF ADRM management, or wherever it is located in the future.

j. General Members. A maximum of 4 General Members of the Committee not assigned formal roles will be responsible to the Chairman for undertaking special projects as they arise and assisting other officers of the Committee as required/requested.

### **Auditor(s)**

21. Auditors shall be appointed at the AGM who are to ensure that the Property Book and Accounts of the Association are properly audited. Auditor(s) shall not be members of the Committee. In addition, the Auditor(s) will carry out additional audits of The Association's finances as and when required by the Committee.

### **Members' Responsibilities and Privileges**

22. The responsibilities and privileges of membership are as follows:

a. Members shall be familiar with the Constitution and Rules of The Association and shall support and maintain them. The interests of The Association shall take precedence at all times.

b. All Association Members shall conduct themselves responsibly at all times and shall do nothing that jeopardises the good name of The Association.

c. Membership of The Association shall confer Members all rights and privileges which may be accorded to The Association.

d. All Members will be entitled to attend all events and Social Functions. However, Health and Safety Regulations at various function venues may dictate maximum numbers attending and in such situations the principle of "first come first served" will be employed for Members with the remainder being placed on a waiting list with Members taking precedence over guests. However, the Entertainments Sub Committee will endeavour to select venues to cater for the maximum number of members likely to attend.

e. All Members issued with Association property shall be responsible for its safe keeping and the prevention of damage or loss. Any wilful or negligent damage shall be paid for by the Member concerned.

f. The Association will not be responsible for the loss of or damage to Members' personal property.

## **Existence**

23. The Association shall exist so long as the Committee can find sufficient members wishing the Association to continue. If membership declines to any considerable extent, an Extraordinary General Meeting is to be called to discuss the reasons and consider the future of the Association. Should the Association cease to exist, property, including funds in the bank belonging to the Association, shall be audited and the disposal of the assets decided by the Committee. All items in the Coltishall Collection belonging to the Royal Air Force are to be returned in accordance with the directive of the RAF Heritage Branch. Annex A refers.

## **Funds**

24. The funds of The Association shall be deposited in the bank appointed as bankers and the bank shall be authorised to honour all cheques on behalf of The Association providing all cheques are signed by the Treasurer and countersigned by a second signatory appointed by the Chairman. All payments shall be made by cheque.

## **Donations and Subscriptions**

25. Receipts shall be given for all subscriptions and other payments by members and patrons. All donations and gifts will be acknowledged by a letter of thanks.

## **Voting**

26. All Committee Members shall have one vote. The Chairman shall have a casting vote as well as a deliberate vote in all cases where the voting is equal except in regard to any question affecting himself. All financial Propositions must have a two thirds majority to be carried.

## **Complaints**

27. Members shall submit any complaints in writing to the Secretary who will place the complaint before the Committee at the first meeting following receipt of the complaint.

28. The conduct of a Member shall in no instance be made a matter of personal reprimand whilst in public. However, the matter should be referred to the Committee at the next opportunity.

## **Constitution and Rules**

29. The Constitution and Rules of The Association shall be available to all Members. This will be generally through the members' area of The Association website but copies are to be made available to members not on-line.

**Interpretation of the Constitution and Rules**

30. The Constitution and Rules shall be construed as applying equally to both sexes.

31. Any difference of opinion which may arise on the construction and meaning of the foregoing Constitution and Rules shall be referred to and decided upon by the Committee. The Committee shall have full power to settle any case not dealt with under the Constitution and Rules and their decision in all cases shall be final and binding.

**Alteration to Constitution and Rules**

32. No amendment or addition to the foregoing Rules shall be made unless agreed by a quorum of the Members present and voting at an Extraordinary General Meeting called for the purpose or at the AGM of The Association. In the latter case, notice of the proposed amendment or addition must be submitted in writing to the Secretary 3 weeks prior to the Meeting and any proposed amendments shall be notified to Members at least 7 days before the date of the Meeting.

**The foregoing Constitution and Rules Issue 3 was produced on 28 February 2016 and approved at the SoCA AGM on 18 March 2016**

**Original signed (held by secretary)**

..... **Chairman**

**Original signed (held by secretary)**

..... **Secretary**

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1 Oct 14

Chairman SoCA

## **MEMORANDUM OF UNDERSTANDING BETWEEN RAF HERITAGE AND SoCA**

1. On the closure of RAF Coltishall, a group of inspired ex service personnel took it upon themselves to preserve what they viewed as important items of station heritage which had been discarded. They recovered items from skips, took in donations, contributed their own memorabilia, and between them formed a collection. That collection and those men have gone on to epitomise the spirit of Coltishall and that is recognised in their name, the Spirit of Coltishall Association (SoCA).
2. RAF Heritage recognises that what SoCA has managed to achieve over the course of the last few years has been magnificent. Having taken some direction and guidance, they now have in place a good strong system of accounting for artefacts and a strong support group in place.
3. Following lengthy discussions and two site visits, it is agreed that whilst SoCA exists in its current guise, RAF Heritage is content for the association to retain in the collection those items, which belong to the Royal Air Force. When SoCA is dissolved, the collection is to be offered to the Royal Air Force Museum so that it can be safeguarded in the national collection for future generations.

*Signed on DII*

T A McLuskie-Cunningham  
Sqn Ldr  
RAF Heritage

## Terms of Reference - Chairman

**Introduction:** These Terms of Reference outline the duties of the Chairman of the Spirit of Coltishall Association (SoCA). This is an Executive post with a seat on the Committee. It is incumbent on the Chairman to ensure that he and all Committee members aspire to the 'Objectives of the Association' as stated in the Constitution and Rules para 2.

1. Responsibilities:

- a. Hold regular committee meetings with the Committee iaw the Constitution para 12.
- b. Ensure that accurate minutes of Meetings are recorded and are sent to Committee Members by the Secretary.
- c. Maintain respect for all members of the association and ensure that their views are fairly considered.
- d. Liaise with other organisations to enhance the interests of the Association including the organisation of Memorials and Services of Remembrance.
- e. Attend and represent the Association at ceremonial and other events. This may be deputised.
- f. Keep the Honorary President of the Association appropriately briefed regarding the activities of SoCA.
- g. Compile an Annual Report for the membership in time for the AGM.
- h. Chair an AGM of the members iaw the Constitution.
- i. Write letters of appreciation to other organisations as appropriate.

2. Encourage and Support the raising of funds to perpetuate the Station history commemorative projects including:

- a. The RAF Coltishall Memorial Rooms at the RAF Radar Museum Neatishead.
- b. The Jaguar Gate Guardian at Norfolk CC.
- c. The RAF Coltishall display at the City of Norwich Aviation museum.
- d. Monitoring the RAF Coltishall Memorial Gardens to ensure that the Garden is kept in a manner fitting its purpose.

3. Ensure that SoCA continues with local charitable activity and carry on where the Station left off on its closure. The following points will be with the advice and support of the SoCA Historian.

- a. To foster links with other organisations (commercial and otherwise) who are sympathetic to the cause of commemorating and perpetuating the Station's memory.
- b. The funding and positioning of RAF Coltishall information, art and literature in suitable venues such as libraries, galleries, local authority buildings and other public places.

5. Ensure the autonomy of SoCA continues whilst applying an integrated approach to the support of the RAF Coltishall Memorial Rooms (RAF CMR) currently located at the RAF Air Defence Museum at Neatishead.

6. In carrying out the above duties, remuneration of costs is permitted. Claims and receipts for official business should be submitted to the Treasurer. Extra-ordinary costs should be raised at a Committee Meeting for approval.

### **Terms of Reference - Treasurer**

**Introduction:** These Terms of Reference outline the duties of the Spirit of Coltishall Association (SoCA) Treasurer. This is an Executive post with a seat on the Committee. It is incumbent on all Committee members to aspire to the Objectives of the Association' as stated in the Constitution and Rules, para 2, with regard to the following:

- a. Perpetuating the memory of the Station.
  - b. Fostering the Spirit of Coltishall.
1. **Responsibilities.** The Treasurer is responsible for:
- a. Receiving all monies (including subscriptions) on behalf of the Association.
  - b. Making all payments on behalf of the Association.
  - c. Keeping proper accounts of monies received and paid, in an appropriate format and other records as deemed necessary to show the true financial state of the Association.
  - d. Preparing a financial statement for perusal at Committee Meetings,
  - e. Submitting a balanced statement of expenditure, supported by invoices, receipts and bank account documents at the end of the financial year to the Auditor(s).
  - f. Ensuring that no expenditure of Association funds is made without the prior permission of the Committee.
  - g. Ensuring that the Association is always Financially Safe.
2. **Annual Statement of Account:** The Treasurer will present an audited statement of accounts to the members present at the Annual General Meeting detailing the annual income and expenditure of the Association during the preceding year.
3. **Membership:** The Treasurer will forward details of all members to the Membership Secretary on receipt of annual membership fees.
4. In carrying out the above duties, remuneration of costs is permitted. Claims and receipts for official business should be submitted to the Chairman. Extra-ordinary costs should be raised at a Committee Meeting for approval.



## **Terms of Reference - Deputy Treasurer**

Introduction. These Terms of Reference outline the duties of the Spirit of Coltishall Association (SoCA) Deputy Treasurer. This is an Executive post with a seat on the Committee. It is incumbent on all Committee members to aspire to the 'Objectives of the Association' as stated in the Constitution and Rules, para 2, with regard to the following:

- a. Perpetuating the memory of the Station.
- b. Fostering the Spirit of Coltishall.

1. Responsibilities. In the absence of the Treasurer, the deputy treasurer is to:

- a. Receive all monies (including subscriptions) on behalf of the Association
- b. Make payments on behalf of the Association.
- c. Keep proper accounts of monies received and paid in an appropriate format, including other records as deemed necessary to show the true financial state of the Association.
- d. Prepare a financial statement for perusal at Committee Meetings, as required by the Committee.
- e. Submit a balanced statement of expenditure, supported by invoices, receipts and bank account documents at the end of the financial year to the Auditor(s).
- f. Ensuring that no expenditure of Association funds is made without the prior permission of the Committee.
- g. Ensuring that the Association is always Financially Safe.

2. Annual Statement of Account. In the absence of the Treasurer, the Deputy Treasurer will present a statement of accounts to the members present at the Annual General Meeting detailing the annual income and expenditure of the Association during the preceding year.

3. Membership. In the absence of the Treasurer, the Deputy Treasurer will forward details of all members to the Membership Secretary on receipt of annual membership fees.

4. Remuneration. In carrying out the above duties, remuneration of costs is permitted. Claims and receipts for official business should be submitted to the Treasurer. Extra-ordinary costs should be raised at a Committee Meeting for approval.

## **Terms of Reference - Association Historian**

Introduction. These Terms of Reference outline the duties of the Spirit of Coltishall Association (SoCA) Historian. This is an Executive post with a seat on the Committee. It is incumbent on all Committee members to aspire to the 'Objectives of the Association' as stated in the Constitution and Rules, para 2, with regard to the following:

- a. Perpetuating the memory of the Station.
- b. Fostering the Spirit of Coltishall.

1. Responsibilities. The SoCA Historian is responsible for the following:

- a. Management of the Road Show and where required the use of the Jaguar Cockpit as part of a display.

*NB: Use of RAF Coltishall Collection items should be agreed with the RAF Coltishall Memorial Rooms Curator.*

- b. All aspects of the past, present and future of the History of RAF Coltishall. This will include maintenance of the SoCA scrapbook, detailing events and related photographs and press/newsletter cuttings.

- c. Advising all parties requiring information regarding the History of RAF Coltishall as agreed by the Committee.

- d. The inclusion of updated information for the website, presentations and inputs to the newsletter via the editor.

- e. Acting as a spokesman for the SoCA Committee and answering queries on RAF Coltishall Historical matters addressed by SoCA members, or members of the public and directed at the Committee.

*NB: The Committee should always be informed of such enquiries, press releases or interviews.*

- f. The compilation of an annual report for the Annual General Meeting regarding his undertakings throughout the year.

2. In addition to the above the SoCA Historian monitors and liaises with the necessary authorities for the following:

- a. To foster links with other organisations (commercial and otherwise) who are sympathetic to the cause of commemorating and perpetuating the Station's memory. This will include delivering Presentations, Talks and Road Shows.

*NB: Assistance should be requested where appropriate*

b. The positioning of RAF Coltishall information, art and literature in suitable venues such as libraries, galleries, local authority buildings and other public places. Funding for this should be discussed with the Committee.

3. In carrying out the above duties, remuneration of costs is permitted. Claims and receipts for official business should be submitted to the Treasurer. Extra-ordinary costs should be raised at a committee meeting for approval.

\* [Oxford Dictionary - Historian](#)

Writer of history (esp. as critical analyst rather than a compiler. A person learned in or studying history, student of hist

## Terms of Reference - RAF CMR Curator

Introduction: These Terms of Reference outline the duties of the Spirit of Coltishall Association RAF Coltishall Memorial Rooms Curator (RAF CMR Ctr). The RAF Coltishall Collection (RAFCC) is currently lodged at the Air Defence Radar Museum (ADRM) at Neatishead with an element of the collection on display. The RAF CMR Ctr has a seat on the SoCA Committee and SoCA is ultimately responsible for the RAFCC iaw with the Constitution.

He/she also has a seat on the ADRM management committee and is responsible to the RAF ADRM management team for the correct sub-management of the CMR as it is lodged within the RAF ADRM museum building and must comply with the rules for all aspects of the museum functioning including insurance.

1. Responsibilities. The RAF CMR Ctr is responsible for the stewardship of the collection on display on behalf of SoCA. He is also responsible to the RAF ADRM management team for the following:
  - a. The displays in the RAF CMR at the RAF ADRM Neatishead.
  - b. The standard and presentation of artefacts, memorabilia and graphical displays.
  - c. The storage of items and artefacts belonging to the RAF Coltishall Collection.
  - d. The repair and maintenance of artefacts, memorabilia and graphical displays.
  - e. The management of the volunteer guides including recruitment and rostering.
  - f. The reporting of defects and problems encountered in the area of the RAFCMR for which he is responsible.
  - g. Directing the standards and uniformities to be followed to comply with Museum requirements. This is particularly essential as the RAF ADRM is an Accredited Museum.

3. For clarity of the reporting chain and the split responsibilities taken on by the incumbent the following organisation chart demonstrates the structure.

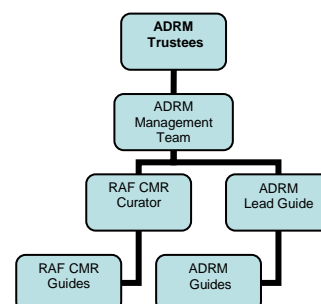
### Management Structure & Responsibility Flow.

\* [Oxford Dictionary - Historian](#)

Writer of history (esp.as critical analyst rather than a compiler. A person learned in or studying history, student of history)

\*\* [Oxford Dictionary - Curator](#)

A keeper or custodian of a museum or other collection. A person in charge of something esp. of museum or library, member of managing board esp. in universities.



### **Terms of Reference - Membership Secretary**

**Introduction:** These Terms of Reference outline the duties of the Spirit of Coltishall Membership Secretary (SoCA MS). This is an executive post and has seat at all Committee Meetings. SoCA is a relatively small organization, membership is essential for survival. There is no nominated deputy for this post but due to the nature of the task it is carried out in close association with the Treasurer. It is incumbent on all Committee members to aspire to the 'Objectives of the Association' as stated in the Constitution and Rules para 2 and in regard of the following:

- a. Perpetuate the memory of the Station
  - b. Foster the Spirit of Coltishall.
1. **Responsibilities** The Membership Secretary is responsible to SoCA for the following:
- a. Maintaining a current list of members to include names, postal addresses, contact numbers and email address wherever possible. Date of birth should be obtained for all ex RAF personnel (see Oldest Member).
  - b. Allocating a membership number to members on joining the association.
  - c. Confirming receipt of subscription and application form by the Treasurer, issuing a membership card to the member.
  - d. Cancelling membership on receipt of request and reallocation of membership number.
  - e. Maintaining a record of the 'oldest member' and advising the executive committee if selection for 'Honorary Life Time' membership is appropriate.
  - f. Sending out invitations and applications to prospective members and following up lines of interest in the association.
  - g. Sending out renewal notifications when annual subscriptions become due.
  - h. Providing a Membership Update at Committee Meetings and a full membership Report at the AGM.
2. In carrying out the above duties, remuneration of costs is permitted. Claims and receipts for official business should be submitted to the Treasurer. Extra-ordinary costs should be raised at a Committee Meeting for approval.

3. **Data Protection:**

Information contained on the membership list is for the sole use of SoCA and must not be used or electronically transmitted to any third party.

Information contained on the membership list must only be relevant to the membership criteria of SoCA.

The membership list is to be held by the Membership Secretary in an electronic spreadsheet format under his/her authority with a format copy and a hard copy retained for backup purposes.

### **Terms of Reference - Association Secretary**

**Introduction:** These Terms of Reference outline the duties of the Spirit of Coltishall Secretary (SoCA Sec). This is an executive post that has a seat at all Committee meetings. It is incumbent on all Committee members to aspire to the 'Objectives of the Association' as stated in the Constitution and Rules para 2 and in regard of the following:

- a. Perpetuating the memory of the Station.
  - b. Fostering the Spirit of Coltishall
1. The SoCA Secretary is responsible to SoCA for the following:
- a. Issuing a calling notice to the members of the committee as agreed at a previous meeting or where required for extraordinary purposes. The calling notice should ask for specific points to be included in the agenda.
  - b. Taking of minutes for the monthly Meeting, the Annual General Meeting (AGM) and any extraordinary meetings that may be called.
  - c. A draft compilation of minutes is to be forwarded to the SoCA chairman for approval within seven working days of any meeting.
  - d. Approved minutes are to be distributed to Committee Members within two working days of receipt from the Chairman.
  - e. To make the necessary booking arrangements for meetings. The main venue is the Wensum Valley Hotel, Golf and Country Club but other venues may be appropriate as agreed by the Committee.
  - f. The compilation of an agenda and inclusion of any points raised by the committee at the time of the calling notice. The Agenda is to be distributed one week prior to a meeting and to include any diary items that may need to be addressed.
  - g. To maintain a Diary of Events for use as a 'bring forward' system to alert the Committee of important events that may need to be discussed.
  - h. Compilation and distribution of AGM packs to the membership one calendar month before the AGM date.
2. In carrying out the above duties, remuneration of costs is permitted. Claims and receipts for official business should be submitted to the Treasurer. Extra-ordinary costs should be raised at an committee meeting for approval.

### **Terms of Reference – Newsletter Editor**

**Introduction:** These Terms of Reference outline the duties of the Spirit of Coltishall Newsletter Editor (SoCA News Ed). This is an executive post that has a seat at all Committee Meetings. It is incumbent on all Committee members to aspire to the 'Objectives of the Association' as stated in the Constitution and Rules para 2 and in regard of the following:

- a. Perpetuating the memory of the Station.
  - b. Fostering the Spirit of Coltishall.
1. The SoCA Newsletter Editor is responsible to SoCA for the following:
    - a. Acquiring articles, producing and editing the SoCA Newsletter twice yearly (ideally, for publication in June and December).
    - b. Publicising articles and advertisements within the SoCA Newsletter that meet set deadlines and are pertinent and appropriate for the SoCA Membership.
    - c. Co-ordinating the printing of the Newsletter either through in house means or, by prior Committee approval, through external agencies.
    - d. Ensuring that the printed copies of the Newsletter are forwarded to the Secretary for distribution to SoCA members.
  2. Providing the SoCA Committee with progress reports on Newsletter publication.
  3. In carrying out the above duties, remuneration of costs is permitted. Claim and receipts for official business should be submitted to the Treasurer. Extra-ordinary costs should be raised at a Committee Meeting for approval.

**Terms of Reference – Entertainments Member**

**Introduction:** These Term of Reference outline the duties of the Spirit of Coltishall Entertainments Member (SoCA Ents). This is an executive post that has a seat at all Committee meetings. It is incumbent on all Committee members to aspire to the 'Objectives of the Association' as stated in the Constitution and Rules para 2 and in regard to the following:

- a. Perpetuating the memory of the Station.
  - b. Fostering the Spirit of Coltishall.
1. The SoCA Entertainments member is responsible to SoCA for the following:
- a. Forming a sub-committee, to be known as the Entertainments Sub Committee and as Chairman, hold regular meetings to discuss proposed events and issue accurate minutes, ensuring that copies of such minutes are available to the SoCA Committee if requested.
  - b. Producing a programme of proposed events at the beginning of the year, which when ratified by the SoCA Committee, is to be promulgated to all members.
  - c. Ensuring that the Treasurer is kept up to date with the planned expenses. Generally all functions are to be self-supporting with funding generated by ticket sales. However, where appropriate, the Entertainments Sub Committee should be allowed to be enterprising in their efforts to explore new events.
  - d. Ensuring a nominated deputy attends the SoCA Committee meetings in the absence of himself.
2. In carrying out the above duties, remuneration of costs is permitted. Claims and receipts for official business should be submitted to the Treasurer. Extra-ordinary costs should be raised at a SoCA Committee meeting for approval.