

ALG Role Descriptions

Chair

The Chair acts as the public face of the ALG towards its members and to other bodies (e.g. societies, interest groups, professional, academic, or public bodies). They chair committee meetings and the AGM and alongside the meetings coordinator and secretary, contribute to the planning and agenda of these meetings. The chair is responsible for the main ALG email account and maintains an up-to-date list of members. Any leather-related questions are circulated to the members by the chair.

The chair takes on additional tasks as and when needed to facilitate the activities of the ALG. The position is held by an individual for a 3-year term, serving a maximum of 2 terms in succession.

Secretary

Together with the Chair, the Secretary compiles an agenda for meetings. Committee meeting agendas are circulated by the secretary and AGM agendas are circulated by the chair to those eligible to attend. The Secretary records attendance at meetings and writes up minutes which, after approval by the chair and committee, are uploaded onto the ALG website by the Editor.

The Secretary archives copies of all minutes made during their tenure and retains any other formal communication related to ALG activities.

The position is held by an individual for a 3-year term, serving a maximum of 2 terms in succession.

Newsletter Editor

The Editor is responsible for producing two newsletters per year, usually in March and September. Contributions to the newsletter are sent directly to the Editor throughout the year, including articles (up to around 1800 words), shorter reports and notes (up to 1000 words), drawings and photographs. The Editor collates and edits contributions prior to circulation. The newsletter is circulated electronically to all paid up members via the secondary ALG email account, which the Editor also has responsibility for. Hard copies of the newsletter are also circulated upon request.

The Newsletter Editor is re-appointed annually by the committee and there is no limit to the number of years they can serve. Before the AGM they should indicate to the Chair and Secretary whether they are willing to continue in the role for another year.

The Treasurer

The Treasurer keeps accounts of the group's finances, recording all monies received and costs incurred. As part of this the Treasurer holds a list of all current and recent members and their contact details.

The ALG's financial year runs from 1 January to 31 December and the Treasurer presents the accounts at the following AGM (usually in May) and, if already available, these appear in the March Newsletter as part of a Treasurer's Report.

The Treasurer is also the Membership Secretary and manages annual subscriptions. Would-be new members contact the Treasurer to organise payment and once this is received, the new member's contact details are passed on to the Chair and Editor to receive emails and newsletters. Subscription charges are due at the beginning of each year and a reminder is sent out to members by the chair. Members who do not renew their subscription will be removed by the Treasurer from the membership list according to criteria set out in the ALG Constitution.

The Treasurer is re-appointed annually by the committee and there is no limit on the number of years they can serve. Before the AGM they should indicate to the Chair and Secretary whether they are willing to continue in the role for another year.

Meetings Coordinator

The meetings coordinator is responsible for the organisation of events (usually 2 per year) for ALG members, including online events and in-person group visits, workshops, presentations, and conferences. All members of the committee are able and encouraged to contribute ideas regarding the nature and type of events. The coordinator reaches out to potential sites/people, manages logistics and liaises with the chair to take bookings from ALG members and circulate event information.

The position can be held by an individual or shared between two people. It is held for a 3-year term, serving a maximum of 2 terms in succession.

'Ordinary' members of the committee

Like the officers, Ordinary members are expected to attend all committee meetings. They provide feedback and creative input on committee matters and serve in a supporting role to the officers. Certain tasks currently performed by one or other of the officers can be taken on by an Ordinary member if they wish to become more involved, examples of these tasks include: updating the ALG's online Bibliography, assisting the meetings coordinator with an ALG event, or administrating the lively ALG Facebook page.

Administration of the ALG website is not currently assigned to a particular committee role but is shared between members according to skills and capacity. Ordinary members are encouraged to take on some of this responsibility where possible.

Up to 3 Ordinary members can be appointed to the committee at any one time (making a total of 8 committee members), each serving a 2-year term for a maximum of 2-terms in succession.