



The Seabird Group Executive Committee

Ordinary Member (Newsletter Support & Social Media Support)

Position Description

This is a 4-year role on the Executive Committee. As a member of the Executive Committee of the Seabird Group (a registered charity), the Ordinary Member (Newsletter Support & Social Media Support) is formally a Trustee of the Seabird Group. This means that you share legal responsibility for governing the Seabird Group and directing how it is managed. You are legally obliged to act in the Seabird Group's best interests, responsibly manage the Seabird Group's resources and act with reasonable care and skill. The roles of a Trustee are as follows:

1. Ensure the Seabird Group is carrying out its purpose for public benefit (set out in the constitution)
2. Comply with the Seabird Group's governing document (the constitution) and with UK Charity Commission law
3. Act in the Seabird Group's best interest (avoid conflicts of interest)
4. Manage Seabird Group resources responsibly
5. Act with reasonable care and skill
6. Ensure the Seabird Group is accountable (comply with statutory accounting and reporting)

Acting with reasonable care and skill means making use of your skills/experience and seeking advice where appropriate and ensuring you give enough time and energy to your role. This includes endeavouring to attending all meetings and the AGM.

More on what it means to be a trustee of a charity:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

In addition to your duties as a Trustee, the Seabird Group Ordinary Member (Newsletter Support & Social Media Support) has several specific duties associated with the role:

Supporting the Editor of the Newsletter

The Seabird Group produces three newsletters each year, coordinated by the Newsletter Editor, which are published in October, November, and June. Your role will be to support the Newsletter Editor as appropriate, for example (but not limited to), helping finalise articles, chase authors and helping with the newsletter design.

Supporting the Social Media Manager

This can be done for example by posting stories and content, and resharing items of interest on the Seabird Group's Facebook, Bluesky, Instagram and TikTok accounts, in coordination with the Social Media Manager.

Attending Seabird Group committee meetings

The committee meets around once a month for ~1h, online.

**Taking part in working groups**

The committee sometimes form working groups to focus on a particular issue (e.g. Equality and Diversity, Conference Planning, journal). The Ordinary Member is encouraged to join these as appropriate.

Participating in agreeing the allocation of Seabird Group Grants (twice/year)

There are two research grant rounds, closing dates on 28/29th February and 31st October. All voting members of the executive committee review and rank the applications, ideally within 3 weeks.

Helping other committee members

You may be asked to help other committee members as need arise and if feasible with your pre-defined duties.

If you have any question about the role don't hesitate to email the Seabird Group secretary (secretary@seabirdgroup.org.uk) who will pass on your questions to our current Ordinary Member.