

## **DISCOVERING OLD WELSH HOUSES GROUP (Known as 'The Group')**

### **TRUSTEES roles & responsibilities:**

Trustees have and must accept ultimate responsibility for directing the affairs of the charity, and ensuring that it is solvent, well run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Trustees will receive an online Welcome Pack. They are invited to contact officers should they wish to discuss any aspect of their role.

#### **Trustees must:**

- Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares an Annual report and Accounts as required by law.
- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.
- Ensure that the charity is and will remain solvent.
- Use charity funds and assets reasonably, and only in furtherance of the charity's objects.
- Avoid undertaking activities that might place the charity's endowment (if any), funds, assets or reputation at undue risk.
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use.
- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure the charity is well run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

#### **Rules:**

- Trustees and Officers (Chairman, Secretary, and Treasurer) will normally be **elected at an AGM**, to serve for 1 year and may be re-elected. At present there are fifteen trustees. Nominations with the nominee's permission, with a proposer & seconder must be received by the Secretary at least 14 days before the AGM.
- All trustees must sign a declaration form before undertaking any work on behalf of the Group.
- The Trustees will form the Group's **main committee** which will usually meet quarterly. Meetings will be conducted and minuted in English. Welsh speakers are welcome to speak Welsh and then translate.
- A trustee may resign during the term of trusteeship provided at least 3 trustees remain.
- Unless other arrangements have been agreed, a trustee who fails to attend three consecutive meetings without the permission of the chairman will be deemed to have resigned. Trustees may co-opt to fill any vacant positions until the following AGM.
- Trustees will be paid up or honorary **Members** of The Group.
- Trustees may sit on a **sub committee** which will report back to the Executive committee on specific aspects of the Group's activities. Sub committees are likely to vary from time to time.
- Trustees should familiarise themselves with the **development of the Group** and be involved in policy making, strategic decisions and in supporting / advising the Group officers.

- Trustees will **receive copies** of the Group’s policy statements and official communications such as Newsletters.
- Trustees should be familiar with the available online copies of the Charity Commission documents: **Code** <https://www.charitygovernancecode.org/en>.
- Trustees will agree not to speak / write **on behalf of the Group** unless previously agreed with the Officers.
- Most Trustees / Officers with specific roles also have a job description & a risk assessment sheet concerning those roles.

This document may be **amended** by the decision of the Trustees

Signed ..... Chairman ..... Date

Agreed ST 26/11/2013; REVISED 1 5 2022 for discussion on 24<sup>th</sup> May 2022.

## DISCOVERING OLD WELSH HOUSES

SECRETARY

JOB DESCRIPTION

1 May 2022

### **A. Strategic Role in conjunction with the Executive committee, officers, trustees & branch secretaries**

1. Overseeing completion of annual goals & specific projects through liaison with those involved whilst safeguarding the good name and values of the organisation.
2. Maintaining good relationships with trustees, officers & branch secretaries by ensuring that roles, responsibilities & job descriptions are clear & openly negotiable.
3. Completing **Annual Reports & Financial Statements** to the AGM & Charity Commission in liaison with Group Treasurer (R Brotherton).
4. Facilitating **branch secretaries** develop the strengths & interests of their branch within the overall aims of the Group.
5. Liaising, particularly with the **Research** Officer (M Cherry), in preparing strategies for the future development of the Discovering Old Welsh Houses Group including new projects / themes such as the Parishes Project & maintaining the Houses Database, Fund raising,
6. Liaising, particularly with **Website** Coordinator (P Masters), in i) the completion of displaying on the website pre2022 reports on Tree-Ring Dating, Building Records & House Histories research; ii) adding completed new research.
7. Liaising, particularly with the **Newsletter** editor (T Williams), regarding the quarterly Newsletter & other publications.

### **B. Administrative Role**

1. Re **Trustees**. i) Preparing, circulating agendas, reports & minutes of meetings of the Executive, Trustees & any other committees. (Minutes now taken by M Cherry & R Brotherton)  
ii) Pre Covid: Arranging venues & times of meetings, refreshment arrangements & payment details. (Post Covid: P Masters & F Gale liaise over this for Zoom meetings)  
iii) liaising with the Chairman as & when appropriate.
2. Re **Group members**.  
i) Replying to emails, phone calls & letters from members.  
ii) Liaising with Membership Secretary re membership queries.
3. Re **Branches**: Receiving online copies of the Branch meetings, activities, etc.
4. Liaising with the **Group Treasurer** (R Brotherton) generally regarding i) finance; ii) DOWH Policies; iii) payment of invoices over £100; iv) maintaining secretary's monthly personal **time and mileage records** & forwarding them to the Group Treasurer.

### **C. Outreach Role**

1. Responding to **invitations to speak** about the Project / Group to local / national organisations, at conferences & to organise courses.
2. **Outside enquiries**. Responding to enquiries re the Group, requests for information, visits etc
3. Maintaining & developing contacts with **house owners** with whom a rapport has developed.
4. Maintaining & developing links with like-minded organisations.

This job description can be reviewed by the Trustees in the light of experience & changing circumstances by requesting it be placed on a Trustees' agenda.

Margaret Dunn

Rewritten 1 May 2022

## **DISCOVERING OLD WELSH HOUSES**

### **Job Description – Group Treasurer**

The overall role of the Group Treasurer is to:

- Maintain an overview of the organisation's affairs
- Ensuring its financial viability
- Ensuring that proper financial records and procedures are maintained
- Undertaking the day-to-day finances of the organisation.

#### **General Responsibilities**

To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations

- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation applies its resources exclusively in pursuance of its objects
- To contribute actively to the Trustees' meetings by giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

In addition to the above statutory duties, the Treasurer should use any specific skills, knowledge or experience he/she has to help the trustees reach sound decisions. This may involve:

- Scrutinising Trustees papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise.

#### **Detailed duties of the Treasurer**

- Managing the day-to-day finances of the organisation
- Presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- The preparation and presentation of financial reports to the Trustees.
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with branch reps & members about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate deposits policy
- Ensuring that there is no conflict between any deposits held and the aims and objects of the charity
- Ensuring the organisation's compliance with legislation

- Ensuring that the accounts are prepared and disclosed in the form required by the Charity Commission and any grant-funders
- Ensuring that the accounts are scrutinised annually in the manner required by the DOWHG Constitution
- Keeping the Trustees informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.

This job description can be reviewed by the Trustees in the light of experience & changing circumstances by requesting it be placed on a Trustees' agenda.

14.11.2013 JT      Revised May 2022.

Add: Liaising with the Membership Secretary concerning GIFT AID.

# DISCOVERING OLD WELSH HOUSES

## MEMBERSHIP SECRETARY – JOB DESCRIPTION

### Role Summary

The role is responsible for maintaining the membership database of the Discovering Old Welsh Houses Group ensuring it is up to date and available for membership communications.

### Key Responsibilities

1. **Record keeping:** keep up to date records of the names, Tel. Nos, emails & addresses of all members of the society.
  - 1.1. **Maintain membership list** in Excel document, on paper & online; to email revised copies to the Secretary & Treasurer.
2. **Ensure compliance with Data Protection regulations**
3. **Collect membership fees** Members are encouraged to pay by Bankers Order on 1 April for the following financial year.
  - 3.1. **Membership types:** **Check quoted subscriptions are up to date**
    - 3.1.1. Private paid members – individual / couples at one address £15
    - 3.1.2. Institutional members £10
    - 3.1.3. Life members (to be discussed for 2014 onwards)
    - 3.1.4. Honorary Non-paying members to be nominated and agreed at Trustee meetings
4. **Process:** **REVISE methods of payment; ADD applying for GIFT AID.**
  - 4.1. Add details of new members throughout the year name, address, phone, email.
  - 4.2. Update membership list stating when payment is received & amount & type of payment.
  - 4.3. Pay cheques / cash into the bank (or send to Treasurer) as soon as possible.
  - 4.4. Check incoming membership cheques and bankers orders against bank statements
  - 4.5. Maintain lists of deaths, resignations & new members since the previous 31 March.
  - 4.6. Write / email to welcome all new members, using a bilingual letter outline.
  - 4.7. Whenever possible, reply in the language of any incoming mail / phone call.
  - 4.8. Write / email to members whose payment has lapsed for 1 month. Remove from mailing list if not paid within 6 months.
5. **Distribute** quarterly Newsletters & other mailings as relevant to current members by email / post, supported by secretary / editor.
6. **Finance:** Receipts should be obtained for any costs incurred for postage, stationery, etc., and an invoice with receipts should be given to the Treasurer for repayment. There is currently no set budget for the Membership Secretary.
7. **Promote membership and initiate membership** recruitment activities  
Provide a **supply of current Membership forms** at open meetings and encourage new members.
8. **Attend meetings** of the Group's officers, relevant sub committees and the AGM, and provide an update on membership.
9. **Present an annual short written update** by early June for the AGM noting: numbers of members in each category; changes from the previous AGM, deaths and resignations; numbers of new members.
10. **Support** the Group and its officers as and when possible.
11. To safeguard the good name and values of the organisation.

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# DISCOVERING OLD WELSH HOUSES

## NEWSLETTER EDITOR

### JOB DESCRIPTION

The DOWH Newsletter editor's role will include

- Being a full member of DOWH & attending trustees' & Executive Committee face to face meetings and, wherever possible, online zoom meetings;
- Liaising with the trustees regarding any proposed changes to the A4 layout of the newsletter;
- Liaising with the secretary regarding the sections within the Newsletter;
- Providing suitable images to accompany text;
- Providing appropriate images acknowledging current fundraisers;
- Contacting the chairman & secretary for their contributions for each edition;
- Liaising with the secretary to invite contributions from branches & individual members by agreed deadlines & within agreed word counts;
- Liaising with officers & branch secretaries to obtain dates & outline details of branch activities and monthly zoom talks to be included in the Newsletters;
- Liaising with the translators – currently DOWH members;
- Liaising with the secretary to agree the final draft;
- Liaising with the membership secretary regarding circulating each Newsletter to members by email and by post;
- Maintaining the system of quarterly editions;
- Presenting suggestions for change in style, layout, frequency etc to the Executive / Trustees;
- Encouraging developments in the Newsletter which would enhance its role in
  - i) disseminating information about DOWH to encourage greater participation by members & the general public;
  - ii) sharing information about or reporting on activities & publications;
- Providing full details to the Treasurer of any expenditure at least annually.
- Being aware of and following the guidelines in the online DOWH Trustees' Induction / Welcome pack;
- Discussing with the chairman or secretary any matters of concern relating to the role of DOWH Newsletter editor.
- From time to time, to approach potential authors from outside the Group membership to contribute articles on relevant topics.

M Dunn      3 May 2022

# DISCOVERING OLD WELSH HOUSES GROUP

## Website Co-ordinator

### Job Description

- **Title:** Webmaster.
- **Function:** Website design & maintenance.
- **Duties:** To design, build and maintain a website for the D.O.W.H Group.
- To ensure the website accurately and properly expresses the views of the D.O.W.H Group Trustees and maintains its policies.
  - To ensure the website is compliant with internet protocols and conforms to the Internet standards of HTML .CSS. Java and be compatible with all platforms & browsers requirements. (The use of a dedicated website design programme ensures these standards are met).
- The cost of creating and maintaining the website to be as low as possible.
  - (This is achieved by using a reputable service provider [Namesco] and by annual purchase of web space using the ‘starter host ‘package which provides adequate facilities for our need). Viz ; 5GB Storage Space.10GB Monthly Bandwidth. 1 Hosted Domain . 1 Database. 10FTP Accounts .10 Email Accounts.
  - To maintain the minimum-security requirements. The https protocols have been registered. (The use of a dedicated website design programme ensures these standards are met).
  - To oversee the web service provider account [Namesco] is up to date and there are no arrears or disputes which would harm the site.
- To oversee the domain name account [Nominet via Namesco] is up to date and there are no arrears or disputes which would harm the site. *[Two domain names are registered <http://www.datingoldwelshhouses.co.uk> and <https://www.discoveringoldwelshhouses.co.uk> The [datingoldwelshhouses.co.uk](http://www.datingoldwelshhouses.co.uk) is kept for legacy reasons and is used as a forwarding site to <https://www.discoveringoldwelshhouses.co.uk>*
- To liaise with the Secretary / IT committee re developments.
- To obtain agreement from the Trustees’ meeting prior to any alteration / addition to the website.
- To safeguard the good name and values of the organisation.

Peter Masters  
Revised 01 May 2022  
(Revisions in italics)



## DOWH Website Co-ordinator's Risk Assessment

- The Integrity of the website as regards to copyright laws.  
(Most of the material used on the website has been generated by the D.O.W.H Group volunteers, researchers and or property owners and is covered by the D.O.W.H Project [Group] own policies regarding copyright).
  - Where such material is used that is not generated by the D.O.W.H Group there is a need to ensure the necessary copyright permissions have been obtained or, that 'Fair use' rules apply.
  - Data Protection Act. As the site does not hold any personal details of members or Personnel of the D.O.W.H Group it is outside of the act.
  - 'Cookies' EEC Rules regarding this topic are complex and as far as possible and necessary the site adheres to the spirit of the law. As required, there is a policy statement on the home pages.
  - Security of data. As 'Data' is compiled from group sources it is readily available if replacement is needed. Back up copies of the 'Report' files and website construction files are maintained off site via 'Dropbox' facilities.
  - Note the ISP is a secure site and no uploads or ftp transfers will be allowed without prior login to namesco/cpanel and the ftp protocol enabled .
  - Passwords and other protocols necessary to the running and updating of the website are also available via 'Dropbox as well as being available on the website through a 999 emergency procedure.  
([www.datinggoldwelshhouses.co.uk/999.html](http://www.datinggoldwelshhouses.co.uk/999.html))
- Log in is limited to Richard Cuthbertson, John Townsend and Peter Masters  
Use the password and login name previously emailed.  
n.b. currently not available in Chrome browser.
- The health guidelines for computer use i.e. posture, equipment placing and position. Time usage and risk of r.s.i etc are considered and recommended; but as such are the responsibility of the individual and are not the responsibility of the D.O.W.H Group and as such are not included in the volunteer's job description.

This job description & risk assessment can be reviewed by the Trustees in the light of experience & changing circumstances by requesting they be placed on a Trustees' agenda.

Peter Masters

Revised 01 May 2022

*(Revisions in italics)*

## DISCOVERING OLD WELSH HOUSES GROUP

### BRANCH SECRETARIES

### JOB DESCRIPTION

#### ***ROLE AS TRUSTEE:***

1. There will be at least one or two **secretaries** from each Branch, who are chosen by their Branch from among regular attendees at Branch meetings, one of whom will be nominated by the Branch as a Trustee at an AGM.
2. That person will be **Trustees of the Discovering Old Welsh Houses Group**, with the attendant responsibilities, and will attend the Trustees' meetings.
3. They may **resign in writing** at any time. A Branch would then nominate someone to be their representative until confirmation was given by the next AGM. They may be co-opted to attend the Trustees' meetings until the next AGM.
4. They will provide a **brief written report** (emailed) to the Secretary prior to each Trustees' meeting outlining the key Branch events and plans, and will speak to their report at Trustees' meetings.

#### ***ROLE AS BRANCH SECRETARIES.***

5. They will **co-ordinate** the dates, times & venues of Branch meeting approximately monthly and send out reminders. They will thank hosts as appropriate.
6. They will arrange for someone to fulfill a **chairman & minuting secretary** role at each Branch meeting. These may be annually agreed, or shared round at each meeting. They will ensure that the minuting secretary emails / posts minutes to all their Branch members & to the DOWH Secretary.
7. They will be responsible for the running of their Branch within the **aims of the Group**
8. They will make **arrangements for refreshments** on a "pay as you meet" system, paying any outside venue on the day or collecting contributions for Branch Funds.
9. They will bring any **request for grants** from the Branch to the Trustees' meeting, using an application form provided by the Group Treasurer. They will arrange for match funding grants from other bodies as appropriate. They may request an annual float to cover Branch expenditure.
10. They will maintain a detailed record of **Branch income and expenditure** for agreed Branch research and will forward copies annually to the DOWH Treasurer. They will agree a named person to do this.
11. They will coordinate contributions to the **Group Newsletter**.
- 12 They would ensure that copies of **Branch research would be typed up** in the Group format and that a dated **duplicate hard drive / USB** copy was kept up to date, at least monthly.
- 13 They would encourage Branch members to send items to the Website coordinator to update **Branch information on the Group website**.
14. They will prepare a brief written i) quarterly report to the Trustees & ii) **annual Branch Report** at 31 March both to be emailed to the Secretary prior to Trustees' meetings.
15. They will safeguard the good name and values of the organisation.

This job description can be reviewed by the Trustees in the light of experience & changing circumstances by requesting it be placed on a Trustees' agenda.

M Dunn 14 November 2013; revised 1 May 2022.

# **DISCOVERING OLD WELSH HOUSES GROUP**

## **CHAIR PERSON**

### **JOB DESCRIPTION**

#### **Overall**

- Leading the committee and the organisation to enable it to fulfil its purpose.
- To ensure an effective relationship between:
  - the committee and the members
  - the committee and the external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate.
- To support the trustees and members.
- To safeguard the good name and values of the organisation.

#### **Specifically**

- Plan and prepare the committee meetings and the AGM with others as appropriate.
- Chair committee meetings ensuring:
  - A balance is struck between time-keeping and space for discussions.
  - Business is dealt with and decisions made.
  - Decisions, actions and deliberations are adequately minuted.
  - The implementation of decisions is clearly assigned and monitored.
- Ensure adequate support for members.
- Ensure that a successor is found before the term of office finishes.

#### **Qualities**

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.

14 Nov 2013JT

Revised 1 May 2022

**DISCOVERING OLD WELSH HOUSES RISK ASSESSMENT May 2022**

**Note that area specific risk assessments may be maintained by individual officers. All Trustees are responsible for reviewing the Risk register.**

Potential risk	Potential Impact	Likelihood	How to mitigate risk
<b>FINANCIAL RISK ASSESSMENT</b>			
Lack of proper budgetary control and financial reporting	Budget does not match key DOWHG priorities. Financial decisions made on inaccurate information. Overspend	High	Budget linked to key DOWHG priorities Timely and accurate monitoring and reporting to Trustees. Proper costing procedures for products and events
Dependency on income sources	Cash flow and budget impact of Loss of income source	High	Identify ways of maintaining, - increasing membership. Ensure Reserves policy can meet loss of membership. Consider other forms of income sources
Poor return on deposits	Loss of competitive income from deposits	Medium	Review deposit accounts annually
Lack of cashflow	Unable to pay creditors within a reasonable period	Medium	Ensure current bank account and 14-day access building society have sufficient funds to meet annual expenditure
Reserves policy does not meet future requirements	Too little money held for contingencies, or too much money Held which could be spent on DOWHG objectives	Medium	Review Reserves Policy annually against future plans, activities and identified financial and operating risks
Computer files are lost/ corrupted (THIS APPLIES TO OTHER OFFICERS ALSO)	Documents cannot be recovered. Loss of financial control	Medium	Ensure files are backed-up to CD, or memory stick/cloud and stored separately from main computer
Resignation of Treasurer	Short term loss of control of finances	Medium	Have an agreed handover procedure and timescale
Paper records lost or stolen (THIS APPLIES TO OTHER OFFICERS ALSO)	Considerable work entailed in finding, identifying and retrieving documents from primary sources. Loss of financial control	Low	Document's location of primary sources (Bank, Building Society etc) and copy /scan invoices etc stored separately from working documents
Fraud/ Major Errors	Financial loss, decrease in reputation, impact on funding, regulatory action	Low	Financial control procedures and policies, authorisation limits, security of assets, transparency
Treasurer becomes seriously ill	Lost control of finances	Low	Ensure the location of key financial documents and computer files are known, including banking etc. passwords

INFRASTRUCTURE			
Virus, malware, accidental damage, sabotage to Group website and systems	Systems fail and internal and external communication compromised	High	To maintain the minimum-security requirements and ensure IT recovery plan in place. Also ensure that https protocols have been registered and that the web service provider account is up to date.
Membership secretary indisposed	Communication with membership compromised	High	Ensure that master list of members' addresses held by more than one officer with appropriate security.
Data Protection legislation breached	Organisation potentially liable to legal action	Medium	Ensure that the website does not hold any personal details of members or Personnel of the DOWH Group and therefore remains outside of the scope of the Act. Ensure that Treasurer's and Membership Secretary's record of members' details falls within the requirements of the Act.
GOVERNANCE AND COMPLIANCE			
Inappropriate organisational structure	Organisation drifts and fails to meet group objectives	Medium	Office-holder job descriptions kept up-to-date and committee, trustee and other meetings held and minuted appropriately.
Poor communication between officers and between officers and trustees/members	Organisational drift and falling membership	Medium	Committee, trustee and other meetings held and minuted appropriately. Contact details kept up-to-date and available to all who need to know.
Copyright breach	Organisation potentially liable to legal action	Medium	All DOWH publications (including reports on the website) vetted to ensure that sources are properly attributed.
Resignation or indisposition of officers other than the treasurer	Short or long-term interruption of management	Medium	Have an agreed handover procedure and timescale.
Trustee body lacks relevant skills base	Organisation fails to deliver in one or more key areas	Medium	Review trustee membership on a regular basis, identify skills deficits and appoint new members as required.
Inadequate trustee commitment	Organisation drifts, its objectives are not met, it loses support,	Low	Review trustee attendances; introduce fixed terms.

	membership and income.		Ensure that trustees and officers are kept up-to-date and are offered training as appropriate.
Poor knowledge or lack of legal responsibilities	Inadvertent errors, failures in law and practice	Medium	Trustees' TOR should be reviewed and updated. Ensure that insurance is adequate to protect Group against liabilities.
Breach of Nolan Principles	Bring the Group into disrepute	Low	Ensure trustees (and officers) are aware of, and sign up to, the Nolan Principles.  Ensure there is a procedure in place to remove members if their conduct brings the Group into disrepute.

16 May 2022