

SHoW Committee Roles

President

Responsibilities:

- To lead and be accountable for the Society for the History of War.
- Acts as role model for the society, ensuring that SHoW complies with its organisational remit and maintains appropriate ethical, management and financial integrity.
- Ensures that proper arrangements are in place for recruiting and supporting members.
- Acts as the figurehead for SHoW representing and promoting the society to academic and public audiences.
- Maintains the society's good standing in academic and public circles.
- Represents the interests of the members in Executive Committee meetings.
- Chairs the society's AGM.
- Takes the lead on important matters of interest to our members.
- Manages relationship between SHoW and other learned societies and organisations of academic note.

Secretary

Responsibilities:

- Oversees the society's administrative arrangements.
- Organises the society's AGM in compliance with the society's constitution and governing procedures.
- Maintains SHoW records.
- Ensures timely publication and dissemination of appropriate documentation prior to all SHoW meetings.
- Organises bi-annual Committee meetings, circulating pre-meeting papers, minutes and maintaining the agenda.
- Chairs the society's Committee meetings.
- Communicates with members about the work of the committee.
- Liaises with other Committee members to oversee the completion of work committee decisions.
- Listens to and responds to views of members and wider stakeholders.
- Is accountable to SHoW members for the society's administrative functions.

Treasurer

Responsibilities:

- Oversees and presents SHoW budgets, accounts and financial statements and reports to the Executive Committee and, where appropriate, the AGM.
- To maintain appropriate financial procedures and controls are in place.
- Maintain financial records for the society.
- Maintain and oversee Society financial policies.
- To ensure the society complies with relevant legislation.
- Ensures that SHoW meets the conditions of any contractual arrangements with an external organisation. Advises the Executive Committee on matters relating to fundraising, membership fees, engagement with external organisations.
- To advise on and oversee the implementation of the society's finance strategy.

- To oversee the financial administration of all society activities, including in relation to expenses, grants, the costs of running SHoW and events.
- Is accountable to SHoW members for all society finances.

Membership Secretary

Responsibilities:

- Maintains and keep up to date society membership records.
- Ensures members have paid their subs.
- Sends new members a welcome letter.
- Sends leaving members a farewell letter.
- Listens to and responds to views of members
- Carries out surveys of members.
- Ensures that membership records are secure and GDPR compliant.
- Provides reports to Executive Committee and the AGM on membership records, numbers, concerns.
- Is accountable to SHoW members for all matters relating to maintaining accurate membership records.

Digital

Responsibilities:

- Maintains the society's web-presence, including the overseeing the accessibility and security of SHoW's webpages.
- Ensures that the society's web-content is up to date.
- Ensures that the society is GDPR compliant.
- Manages the societies membership joining administration.
- Provides necessary management information and web-analytic data to other members of the Executive Committee (most notably the Secretary, Treasurer and Membership Secretary) and at the AGM.
- Is accountable to SHoW members for all matters relating to maintaining the society's digital footprint.

Equality & Diversity Officer

Responsibilities:

- Ensures that SHoW consistently lives up to its policies and values.
- Oversees SHoW policies relating to E&D.
- Communicates where responsibilities lie for E&D matters to Executive Committee members.
- Takes positive steps to engage and support the engagement of under-represented groups.
- Provides regular updates to the Executive Committee on matters relating to E&D and the activities of SHoW.
- Is accountable to SHoW members for all matters relating to maintaining the society's approach to E&D.

Social Media (not on the committee)

Responsibilities:

- Manages the society's engagement with members and the public via social media.
- Must maintain high standards in communications, reflecting the pluralism of the society and SHoW's values and policies.
- Communicates important society information to members and the public.
- Provides feedback to the management team on how society activities are being received on social media.
- Provides the committee member responsible for the society's digital presence with demographic and engagement information on who is accessing SHoW's social media.
- Is accountable to the Executive Committee for all matters relating to the society's social media presence.

European Union academic engagement coordinator

Responsibilities:

- Develops and implements an academic engagement strategy for ensuring SHoW reaches out to and represents potential EU members.
- Manages the society's engagement with potential EU members and partners.
- Builds and facilitates SHoW networks between the UK and the EU.
- Provides insight into opportunities for SHoW on matters of local academic interest in EU countries.
- Is accountable to the Executive Committee for all matters relating to the society's EU engagement strategy.

Conference coordinator

Responsibilities:

- Manage the relationship between SHoW Executive Committee, a local organising team and the conference's academic committee.
- Ensure that the conference is run in line with the financial principles set out by the Treasurer.
- Ensures all event information is consistent with society policies and Executive Committee decisions.
- Produces event information where appropriate.
- Disseminates event information online and to members (via the SHoW Secretary or the Membership Secretary)
- Manages event registration.
- Works with the Treasurer to ensure all financial contracts are managed and fulfilled appropriately.
- Provides the society Executive Committee with appropriate updates and reports on event progress.
- Is accountable to the Executive Committee for all matters relating to the running of a society event.

Blog editor

Responsibilities:

- Maintains editorial control over the society blog pages.

- In consultation with the SHoW Executive Committee, the Blog editor develops and implements a Blog publication strategy.
- Is responsible for managing, editing and copyediting Blog content.
- Works with Executive Committee members responsible for Digital and Social Media to publish and disseminate Blog content.
- Produces regular reports for the society's Executive Committee on the Blog's publications and engagement with members and the public.
- Is accountable to SHoW members for all matters relating to the Blog's publication.

As agreed by Exec Committee 12 May 2020

Dr Matthew Ford, Secretary to SHoW