

Current Committee Members: Jan Bridget, Liz North, Jonathan Powell, Margaret and Geoff Edmondson, Louise Thompson

### **Committee Roles and Officers**

**CHAIR:** chairing meetings, drawing up agendas, annual report, managing Society) (**Jan Bridget**)

**Deputy Chair** - stand in for chair when needed (**volunteer**)

**SECRETARY:** taking, typing and distributing minutes of monthly meetings, email lists. (**Louise Thompson**)

**Deputy Secretary** - stand in for secretary when needed (**volunteer**)

**TREASURER:** banking, annual accounts, payments (**Liz North**)

**PUBLICITY:** designing flyers/posters for events, projects, distribution (local venues, internet, organisations), press releases (**need volunteer**)

**EVENTS:** venue, tickets, refreshments, speakers, co-ordinating (sound, projector, screen, power points, meeting and thanking speakers (**Jan +**)

**WEBCASTS:** recording speakers, turning into podcasts, uploading (**need volunteer**)

**PROJECTS:** funding, co-ordinating, volunteers, report, liaison with archaeologists (**Jan Bridget – other possible Projects and Co-ordinators**)

**WEBSITE/FACEBOOK:** hosting, domain, keeping website up-to-date, adding new sections and news; sharing information on facebook, monitoring what is shared - accepting posts, monitoring membership (**Jan Bridget**)