



## Officer Job Descriptions

### Secretary

1. Exercises day-to-day responsibility on behalf of the committee for the society's administration.
2. Finds and books the venue for annual conference, including undertaking a site visit.
3. Prepares the administrative elements of the annual report in conformity with Charity Commission rules.
4. Acts as the main point of liaison between the conference centre and the society.
5. Books annual conference speakers, in consultation with the committee.
6. Places a print advertisement for the annual conference (in, e.g., *The Expository Times, Theology*).
7. Updates the pre-conference administrative calendar.
8. Updates the publisher information sheet before bookings open.
9. Updates the website as needed.
10. Solicits sponsorship for the two receptions.
11. Receives bursary applications, prioritizes applications for acceptance and notifies unsuccessful applicants of the outcome.
12. Prepares conference documents, including timetable, paper schedule, abstracts and plenary papers.
13. In conjunction with the *International Journal of Systematic Theology*, administers the Colin Gunton Essay Prize.
14. Prepares committee meeting agendas, takes the minutes and circulates them for approval.
15. Oversees the smooth running of the conference and makes necessary announcements.
16. Prepares the AGM agenda, takes the minutes and presents them for approval.
17. Deposits a set of conference documents in the SST archive at the University of Leeds.

### Treasurer

1. Exercises day-to-day responsibility on behalf of the committee for the society's finances, including via online banking.
2. Updates the society's annual budget, including setting the conference budget and determining charges.
3. Prepares the statistical and financial elements of the annual report including end-of-year financial statements in conformity with Charity Commission rules.
4. Raises invoices on behalf of the society and chases payment if needed.\*
5. Receives automated joining and contact requests from the website and administers the joining process.
6. Administers each November the online renewal of international members without a sterling bank account.
7. In consultation with the secretary, sends the calls for proposals/bursaries and bookings to the mailing list.
8. Administers the conference booking process, receiving automated bookings and payments and dealing with issues on a daily basis as these arise.\*
9. Prepares a final detailed list of bookings for the conference centre, extracted from the database, to meet their deadline.\*
10. Lapses members who have not paid their subscription.
11. Monitors the [admin@theologysociety.org.uk](mailto:admin@theologysociety.org.uk) email address, responding to messages promptly or forwarding them to the secretary as appropriate.
12. Receives requests for messages to be sent to the mailing list, sends them and raises invoices.\*
13. Acts as the main point of liaison with the independent examiner, including meeting with them to discuss the annual report and financial statements prior to their circulation for presentation at the AGM.
14. Maintains the SST website and acts the main point of liaison with the website developers.
15. Archives the past five years of financial records as required by Charity Commission rules.

A clerical support budget of up to £2,000 is available to assist with the tasks marked \*, which may be delegated. With committee agreement, this sum may be increased to £3,000.