

RESPONSIBILITIES OF BRANCH OFFICERS

from GSNZ Newsletter 134, July 2004

To help branch officers understand their responsibilities, the national committee has provided these guidelines.

1. Organise lectures, Hector Day, branch AGM Lectures - usually 8 or 9 monthly meetings

Lecturers should be approached well in advance - the earlier the better, but at least 2-3 months, so that they have plenty of time to provide a title and summary for distribution to members with notice of the meeting.

One lecture may be the Hochstetter lecture in August-September. This is a public lecture, not just for Society members, and free advertising may be available in some local newspapers. The lecturer will normally get in touch. Any expenses not covered by the lecturer through his/her employer are paid by the national body, but branches may need to offer some support such as accommodation. A Presidential lecture takes place every second year.

Hector Day is held as near as possible to March 16th (Hector's birthday), and informal, non-academic gatherings are favoured (that does NOT mean academics should not attend!), such as barbecues, picnics, sports, tours, or social field trips. All local people with an interest in earth science should be encouraged to participate, whether members of the society or not.

An AGM is necessary to elect branch officers - usually chairman and secretary, but may be more if appropriate - e.g. treasurer. It is generally informal and brief, before a lecture. The national administrator must be notified when any new branch officers are elected.

2. Keep accounts.

Accounts of income and expenditure must be kept. The financial year ends on 31 March. Income is generally just the branch grant and interest on cheque account (which is tax exempt). Branches may make charges such as a local membership fee to cover postage etc, but only for those of their members who are not members of the national society. A small charge to help costs associated with lecture evenings is reasonable.

3. Request grant from national body (after June)

The grant from the national body is based on the number of members in the branch. Some people may be members of the branch but not of the national body; they are not eligible to be counted as part of the application for the grant. In 2004 this grant consisted of a base of \$50, plus \$2 per member up to a maximum of 100 members. The best time to apply for the grant is August or later, when the number of financial members is probably at a maximum. Applications for grants should be made to the Society's Treasurer, and must include the accounts and the annual report for the preceding year

4. Report for Newsletter by 30 September

The report for the newsletter has no fixed format, but normally consists of a list of activities of the preceding 12 months - lectures, picnics, field trips, with as much descriptive information as is felt appropriate. It needs to be sent to the editor by September 30th to be included in the November Newsletter, and hence available to the national AGM.

5. Duties specific to branches

Some branches may decide that they have additional local duties, e.g. student and Science Fair prizes. Branches so involved may claim \$60 for a student prize and \$50 for a Science Fair prize from the national body as part of their annual grant, in addition to the base grant. Such grants must be used for the purpose for which they were made.