



British Association of Friends of Museums
Charitable Incorporated Organisation (CIO No. 1159670)

ROLE DESCRIPTION

REGIONAL CO-ORDINATOR

A Voluntary Position

Purpose of Role

Each Regional Co-ordinator (RC) is the BAFM operational local point of contact for all member and potential member groups, and is the public face of the organisation at the regional level. RCs are the conduit for information (in both directions) between individual member groups and Council, and an advocate for BAFM to local groups. There are currently 13 RCs across the United Kingdom.

This officer is a Member of BAFM Council. Council members manage the affairs of BAFM. It is the duty of all Council members to perform his or her functions to further the purposes of BAFM. In exercising his or her functions a Council member should exercise care and skill in applying their knowledge and experience in the role. Council members manage BAFM's resources responsibly to ensure the aims of the charity are delivered.

He or she is a trustee of the charity by virtue of being a member of the Council.

Reporting

A UK National Co-ordinator, who liaises across the 13 regions and nations, supports the Regional Co-ordinators and represents them on Council.

Term of Office

Each Regional Co-ordinator is elected / co-opted to that role at the BAFM AGM for a term of 3 years. The officer may serve two consecutive 3-year terms.

Time Commitment

Up to five hours a week may be required to adequately fulfill this post.

Key Responsibilities

- To be the fulcrum for BAFM operations at Regional level;
- Maintain regular links with the members of BAFM in their respective Regions;
- Offer support and encouragement to local member groups, and endeavour to assist with challenges;
- Collect and share information, and maintain a regional database of core activities;
- Recruit new BAFM members locally;
- Produce, at least quarterly, a Regional newsletter for all member groups, shared with the UK National Co-ordinator, other RCs and Council members;
- Arrange an area day and networking meetings around the Region;
- Desirable to develop and manage a local support team to assist the RC, gathering together key skills of relevance to the role;
- Represent BAFM at functions, events, meetings and act as a spokesperson as appropriate;
- Develop a positive relationship with, and network with, other appropriate regional and county bodies, and local representatives;
- With guidance from the UK National Co-ordinator, work with other RCs and/or the whole cohort to address local needs as appropriate;
- Together with the UK National Co-ordinator, develop a good understanding of resources in the Region;
- Initiate and assist in sponsorship at the regional level to support Regional events;
- Attend the National Conference and AGM.

Expenses

It is BAFM's policy that no officer should be out of pocket by reason of activities carried out for the organisation. A statement of allowable expenses is available in the Co-ordinators Handbook. Officials are encouraged to record all such expenses they have incurred on this statement, and to claim for reimbursement on a regular basis.

Even those RCs who choose no (or little) reimbursement are asked to submit full claim applications and then gift back BAFM with whatever amount is deemed appropriate. This will do two things. First, give greater clarity on the real costs incurred in each region. Second, the gift could be 'gift aided' with greater value to BAFM.

Skills and experience

An RC is someone who shows:

- Good communication skills;
- The ability to work independently for much of the time;
- Also, conversely the ability to work in a team (especially with other RCs) when required;
- Leadership skills;
- Experience of committee/group working with volunteer group(s) is desirable;
- An involvement with the museum community, and an understanding of how it works within a given region, is desirable;
- Competence in managing standard office processes such as email, e-newsletters, spreadsheets and databases is desirable;
- Be willing to travel.

Training and Support

BAFM is fully committed to supporting all officers, on a continual basis.

- You will receive a full induction to BAFM and be made familiar with its aims and objectives;
- You will be provided with guidance to undertake the role of Regional Co-ordinator;
- You will receive regular training to assist you carry out this role.

Benefits of Volunteering with BAFM

- Opportunity to develop new skills;
- Being part of a friendly team committed to supporting museums through Friends' and other groups;
- Gaining experiences and networking in the wider museum and heritage sector.

*Agreed at BAFM Council
1st December 2017*