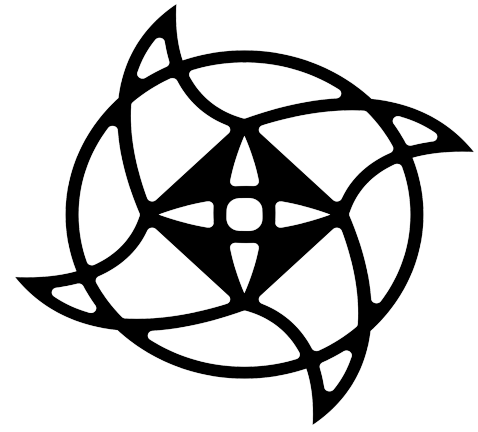


Beltane Fire Society

Board Roles



These roles are examples, in reality they are fluid with Trustees being able to build their role based on skills and interests and vary from board to board.

Legally, there is the requirement for 3 Trustees minimum including the Chair, the Secretary and the Treasurer.

Practically, the Board also requires a Systems Administrator and Festival Secretary to function at a minimum.

Since 2024, roles can also be held by Community Organisers where appropriate. Trustees are also able to hold multiple roles within the board for example, they can be the Vice Chair and Secretary.

This document is an example of how the roles might look based on the 2024-2025 Board of Trustees:

[Chair](#)

[Secretary](#)

[Treasurer](#)

[Systems Administrator](#)

[Volunteer Secretary](#)

[Vice Chair](#)

[Safeguarding Officer](#)

[Quartermaster](#)

[Ad Hoc Tasks](#)

Beltane Fire Society

Trustee Role Description:

Chair

The Role

The Chair is a member of the Board of Trustees and is not a paid worker. The role of the Chair is to oversee and ensure excellent governance from the whole board.

Main Duties & Responsibilities

- Preparing the agenda for any board meetings and circulating necessary documents.
- Chair board meetings.
- Preparing and presenting at the annual AGM and if necessary any EGMs.
- Monitoring the charities policies and procedures and ensuring relevant governance reviews are carried out in a timely manner.
- Monitoring and updating the charities Risk Register and ensuring relevant actions & reviews are carried out in a timely manner.
- Acting as a stakeholder liaison between third parties and BFS.
- Take the lead on transparent communications with the membership.
- Take the lead on hiring of contractors and employment reviews.
- Final point of responsibility (includes Safeguarding)

Person Specification

In addition to the qualities needed by all trustees, the Chair should ideally possess the following:

- Relevant experience of charity management.
- Relevant knowledge of third sector governance issues, especially in Scotland.
- A diverse range of skills and interests.
- Excellent interpersonal skills to work effectively with multiple personalities.

Beltane Fire Society

Trustee Role Description:

Secretary

The Role

The Secretary is a member of the Board of Trustees and is not a paid worker. The role of the Secretary is:

Main Duties & Responsibilities

- Submitting annual statements and other governance updates to the relevant statutory bodies and funders (i.e. OSCR, Companies House)
- Taking and sharing minutes at Board meetings

Person Specification

In addition to the qualities needed by all trustees, the Secretary should ideally possess the following:

- Relevant knowledge of Data Protection Issues

Beltane Fire Society

Trustee Role Description:

Treasurer

The Role

The Treasurer is a member of the Board of Trustees and is not a paid worker. The role of the Treasurer is to maintain an overview of BFS' affairs to ensure that it is financially viable and that proper financial records and procedures are maintained.

Main Duties & Responsibilities

- Paying invoices from suppliers and issuing invoices for BFS in a timely manner
- Monitoring the charity's income and expenditure position, and presenting reports to the board on a monthly basis
- Advising on the financial implications of the charity's strategic plans.
- Keep the board informed about its financial duties & responsibilities, including any developments in regulations & accounting practices
- Ensuring that appropriate accounting procedures and controls are in place and suggesting amendments to policies and procedures if required
- Liaising with any paid contractors, volunteers or suppliers in relation to any financial matters
- Overseeing, preparing and presenting all budgets to the board for approval each year
- Managing the charities reserves to ensure the financial resources of BFS meet its present and future needs
- Ensuring that the annual accounts are prepared and making arrangements for them to be audited or independently examined
- Submitting the annual accounts to the relevant statutory bodies and funders (i.e. OSCR, Companies House)
- Making a formal presentation of the accounts at the AGM and drawing attention to important points while also answering members questions
- If an audit is required, ensuring that the accounts are audited in the manner required and any recommendations from the auditor are implemented in a timely manner
- Sitting on appraisal, recruitment and disciplinary panels as required
- Chairing any finance committee, and reporting back to the full board.
- Contribute to the fundraising strategy of the organisation

Person Specification

In addition to the qualities needed by all trustees, the Treasurer should ideally possess the following:

- Financial qualifications or relevant experience
- The skills to analyse proposals and examine their financial consequences
- Experience of charity finance, budgeting and possibly fundraising
- A readiness to make unpopular recommendations to the board
- A willingness to be available to contractors for advice and enquiries on an *ad hoc* basis

Beltane Fire Society

Trustee Role Description:

Systems Administrator

The Role

The Systems Administrator (or Sysadmin) is a member of the Board of Trustees and is not a paid worker. The role of the Sysadmin is to oversee and maintain our charity's digital infrastructure, ensuring secure and efficient operations:

Main Duties & Responsibilities

- Ensure that the mailing lists are up to date with volunteers
- Create Google group accounts for each festival, board member, and Community Organiser, as required
- Shut down and tidy up old groups and accounts between festivals
- Process the Volunteer Agreement responses and update the membership database
- Handle any GDPR issues that arise
- Handle password reset requests in a timely manner

Person Specification

In addition to the qualities needed by all trustees, the Sysadmin should ideally possess the following:

- Familiarity with Google Suite
- Experience of computer administration (we have 2 computers running Debian Stable)
- Knowledge/Experience of social media and Wordpress
- Knowledge of basic HTML (for formatting emails).
- Knowledge of basic UNIX-style scripting (Bash/sed/awk) (makes tasks much easier).

Beltane Fire Society

Trustee Role Description:

Volunteer Secretary

The Role

The Volunteer Secretary is a member of the Board of Trustees and is not a paid worker. The role of the Volunteer Secretary is to take the lead on issues pertaining to members.

Main Duties & Responsibilities

- Manage GO applications and selection days
- Assist with the GO Training Weekends per festival
- Signposting volunteers to the relevant information
- Responding to GO issues as they arise each festival
- Responding to Membership issues as they arise each year

Person Specification

In addition to the qualities needed by all trustees, the Volunteer Secretary should ideally possess the following:

- Relevant experience in volunteer management

Beltane Fire Society

Trustee Role Description:

Vice Chair

The Role

The Vice Chair is a member of the Board of Trustees and is not a paid worker.. The role of the Vice Chair is to support the Chair in overseeing and ensuring excellent governance from the whole board.

Main Duties & Responsibilities

- Support the Chair in all capacities as required and step in if the Chair is unavailable.
- Support the rest of the team with overflow of responsibilities.
- Lead ongoing projects and initiatives.
- Improve processes and policies.

Person Specification

In addition to the qualities needed by all trustees, the Vice Chair should ideally possess the following:

- A diverse range of skills and interests.
- Excellent interpersonal skills to work effectively with multiple personalities.

Beltane Fire Society

Trustee Role Description:

Safeguarding Officer

The Role

A Safeguarding Officer is a member of the Board of Trustees and is not a paid worker. There should be multiple Safeguarding Officers within each Board structure. The role of the Safeguarding Officer is to support the contracted Safeguarding and Resolutions Officer and work as a team to ensure the safety and wellbeing of all community members.

Main Duties & Responsibilities

- Investigating safeguarding concerns and managing cases in accordance with policies.
- Engaging with community members to raise awareness and provide support.
- Documenting incidents and maintaining accurate records.
- Mediating conflicts and facilitating resolutions.
- Collaborating with other Safeguarding Officers, the contracted Safeguarding and Resolutions Officer and Blues where appropriate.
- Exploring improvements to safeguarding policies and practices.

Person Specification

In addition to the qualities needed by all trustees, the Safeguarding Officer should ideally possess the following:

- Empathy and a genuine concern for the welfare of others.
- Strong interpersonal and communication skills.
- A calm and composed approach in challenging situations.
- Discretion and the ability to handle sensitive information responsibly.
- Commitment to upholding the organisation's safeguarding standards.

Beltane Fire Society

Trustee Role Description:

Quartermaster

The Role

The quartermaster is a member of the Board of Trustees and is not a paid worker. The role of the quartermaster is to look after the physical assets of the Beltane Fire Society, including our stores (Beltonia)

Main Duties & Responsibilities

- Ensure that the Beltonia stores are organised, with required equipment available for each fire festival.
- To organise regular maintenance of essential equipment, such as electric PAT, servicing fire alarms and extinguishers, and so on.
- To identify when equipment might need repair or replacement.

Person Specification

In addition to the qualities needed by all trustees, the quartermaster should ideally possess the following:

- Relevant experience of inventory or office management

Beltane Fire Society

Trustee Role Description:

Ad Hoc Tasks

- Managing the festival timelines
- Facilitating Community Organiser Initiative incl. Chaining Meetings
- Volunteer Survey
- Announcements
- Recording meetings
- Managing Ops Support Contractor
- Managing Event Coordinator Contractor
- Managing Communications Contractor
- Hiring
- Audience Survey
- Coordinate External Events
- After Party Action Group
- Family Events
- Community & Events Fundraising
- Inclusion and Diversity
- EC Recruitment
- Membership Spreadsheet
- Updating Announcement list
- Venue Booking
- Poster Artist Selection
- Court Shout outs
- GO shout outs
- GO Pack
- Policy Updates and Simplification
- Court, Blue and GO Paperwork
- Sustainability
- Fundraising - Trusts and Grants
- Fundraising Strategy