

Role Description

President

1. To be a full member of the club for the duration of their time in office.
2. To uphold and promote all policies of the club and represent the club in a positive manner.
3. To support all members equally and treat them with dignity and respect in all interactions.
4. To attend as many events/meetings as possible, and to be actively engaged with the club.
5. To be the main visible face of the club.
6. To represent the club to the local community, media, and other organisations.
7. To liaise with other Fetish organisations to promote positive Fetish events and visibility in Scotland.
8. To chair meetings of the club or deputise to another member of the steering committee if unavailable.
9. To support the growth of the club in all areas of Scotland.
10. To be a signatory for any account held in the club's name.
11. To provide a handover to the incoming President at the end of their term.

Role Description

Secretary

1. To be a full member of the club for the duration of their time in office.
2. To uphold and promote all policies of the club and represent the club in a positive manner.
3. To support all members equally and treat them with dignity and respect in all interactions.
4. To attend as many events/meetings as possible, and to be actively engaged with the club.
5. To manage the administrative duties of the club.
6. To ensure that an agenda and any associated paperwork is available for club meetings.
7. To liaise with other Fetish organisations to promote positive Fetish events and visibility in Scotland.
8. To store all relevant documents in a safe way, which promotes confidentiality and follows data protection legislation.
9. To communicate the clubs aims, achievements and events as widely as possible across all forms of media.
10. To be the Data Protect Officer under GDPR for the club.
11. To provide a handover to the incoming Secretary at the end of their term.

Role Description

Treasurer

1. To be a full member of the club for the duration of their time in office.
2. To uphold and promote all policies of the club and represent the club in a positive manner.
3. To support all members equally and treat them with dignity and respect in all interactions.
4. To attend as many events/meetings as possible, and to be actively engaged with the club.
5. To manage the financial matters of the club.
6. To be a signatory for any account held in the club's name.
7. To ensure that all payments owed by the club are made in a timely manner, and to arrange the collection of all payments owed to the club.
8. If a charge is to be made for membership or an event, to liaise with the Membership Officer/Social Convener in ensuring all fees are paid correctly.
9. To liaise with other Fetish organisations to promote positive Fetish events and visibility in Scotland.
10. To provide an annual report of the club's financial situation to the members.
11. To provide a handover to the incoming Treasurer at the end of their term.

Role Description

Membership Officer

1. To be a full member of the club for the duration of their time in office.
2. To uphold and promote all policies of the club and represent the club in a positive manner.
3. To support all members equally and treat them with dignity and respect in all interactions.
4. To attend as many events/meetings as possible, and to be actively engaged with the club.
5. To keep a record of all current members, which is stored in a safe way, which promotes confidentiality and follows data protection legislation.
6. To send out reminders when a member's membership is soon to lapse.
7. If a charge is to be made for membership, to liaise with the Treasurer to ensure all fees are paid correctly.
8. To source any discounts and benefits, and then promote these to the membership.
9. To attend events and lead as host with the Social Convener. Welcoming members (especially new members) to the club's events, supporting interaction and explaining the meaning/rules of the event.
10. To liaise with other Fetish organisations to promote positive Fetish events and visibility in Scotland.
11. To provide a handover to the incoming Membership Officer at the end of their term.

Role Description

Social Convener

1. To be a full member of the club for the duration of their time in office.
2. To uphold and promote all policies of the club and represent the club in a positive manner.
3. To support all members equally and treat them with dignity and respect in all interactions.
4. To attend as many events/meetings as possible, and to be actively engaged with the club.
5. To organise a variety of events which are accessible to all members, and to liaise with the venues/organisers of these events in a positive manner.
6. To be the lead officer in organising the club's attendance at Pride events and other LGBT+/Fetish events.
7. To liaise with other Fetish organisations to promote positive Fetish events and visibility in Scotland.
8. If a charge is to be made for an event, to liaise with the Treasurer to ensure all fees are paid correctly.
9. To attend events and lead as host with the Membership Officer. Welcoming members (especially new members) to the club's events, supporting interaction and explaining the meaning/rules of the event.
10. To provide a handover to the incoming Social Convener at the end of their term.

Document version history:

Date:	Version:	Notes:
Pre April 2020	1.0	Published
2021-03-21	1.1	Added point on Handover for all roles
2023-03-01	1.2	Added liaising with other groups to all roles.