



## British Society of Criminology Executive Committee roles

### The President

The role of President falls into three parts essentially:

#### 1. *Ensuring the society has an executive capacity*

Perhaps the most important role of the President is to ensure that the Society (and in effect the EC) retains an executive capacity – ie. capacity to do *something*. This entails two elements: a) the President needs to take a lead role, with the support of the Finance and General Purposes Committee (FGPC), in ensuring that the paid staff of the Society have a coherent role and the resources to do the job thus defined for them. The President needs to take a central role in recruitment of staff, and in the oversight and support of staff (in particular the Executive Director); b) the President needs to ensure that the EC functions effectively. This is partly a matter of chairing the three or four meetings of the EC each year to ensure that the Executive Committee can express a cogent and collective voice, and partly a matter of ensuring, in between times, that members of the committee are able and willing to fill their various roles.

#### 2. *Developing the Society's strategic direction*

Assuming that the first requirement is met, and the EC has a capacity to do *something*, the President has an important role in getting the EC to decide *what* strategic direction the Society should take. This inevitably involves the selection of strategic priorities, such as: ensuring that academic criminology is as well positioned as possible for the REF; ensuring that criminological research is valued, especially by those who play a role in its funding (eg. HEFCE, ESRC, BA, government departments); and helping to develop the Society's specialist networks.

#### 3. *Playing a representational role*

Finally, the President has a representational role, as the first and obvious point of contact for people who need to engage with a learned society. Some elements of this

are fixed – for example the ‘ceremonial’ functions at annual conferences, but others will depend on, and flow from, the strategic priorities that are settled upon above.

There is a good deal of in between meetings work, facilitating communication between different members of the EC and ensuring that things get done. There is also potential for the President to play a key role in the development of the social sciences more generally (via the AcSS for example). In my role as President thus far I have represented the Society at a number of British Academy, AcSS, and Government Department meetings and more generally have tried to promote the notion that the Society needs both ‘vision’ and ‘voice’. To mention just a few things, since 2011 we have reviewed conferences, established a pattern of annual seminars with the British Academy, Home Office and Ministry of Justice, updated the website (although there is scope for development), clarified roles within the Executive Committee, and promoted the development of new networks

Lorraine Gelsthorpe, February, 2014.

### **The Vice-President**

The role of the Vice-President of the BSC would be to assist the President and Finance and General Purposes Committee in fulfilling their roles and duties.

- The Vice-President would have a duty to chair EC meetings which the President was unable to chair and to share responsibility for representational duties, along with other members of the Finance and General Purposes Committee and EC more generally.
- The Vice-President would have a role on the Finance and General Purposes Committee.
- In sum, the role of the Vice-President would be to assist in all matters above.

### **Treasurer**

The Treasurer fulfils the following roles:-

As an Officer of the Society together with the President and the Executive Secretary, to sit on the FGPC.

To report on all matters pertaining to the Society's finances, including:

Present financial reports at EC and AG meetings

Review and update EC and BSC members on income generated through the Society's income streams

Review and develop ethical investment and savings opportunities

Aid the EC in developing future income streams

To oversee expense claims of over £1000.

To aid where necessary the Society's Executive Director and Administrator on financial matters, including:

Expense claims and disputes

Preparation of the Society's accounts

Any other business requested by the President

To liaise with regional groups on budgetary matters pertaining to regional Society events.

As an Officer of the Society, to answer queries where possible from BSC members, the press or the public when EC members are unavailable or unable to do so.

As an Officer of the Society, to take on any other reasonable responsibilities or requests as deemed necessary by the President.

### **Company Secretary**

There are formal duties set by law for Company Secretaries of Charities. Where there are good staff, as is the case with the BSC, they will carry out most of these duties. However, the legal responsibility does rest with the Company Secretary. The main duties are:

1. To make annual returns to Companies House (the Executive Director Charlotte Harris does this)
2. To make sure that new directors (EC Members) are registered at Companies House (again Charlotte normally does this)
3. To invest our money wisely and according to our constitution. (BSC could go to a broker but our Treasurer uses standard Bank accounts, etc. and BSC has little spare money anyway relatively speaking)

4. Ensure that EC and AGM meetings are called and according to our constitution with sufficient notice.
5. To make sure the EC has enough money in reserve to cope with any difficulties: usually six months working expenses are sufficient but EC could decide more or less and this is their joint responsibility.
6. To revise our constitution as needed: BSC did this by allowing e-mail correspondence a few years ago. Such revisions tend to be started off by Charlotte.
7. To advise on any legal points that might come up. If they do, we can go to BSC solicitors. However, even minor points can cost £500 in legal fees which is why I rarely advise the EC to take legal action. Even when in principle we 'should' take certain action: eg if we felt that an ex-employee owed £156 from over claimed expenses, it is rarely cost-effective to do so.
8. To make sure the BSC does nothing illegal: an example might be running foul of employment law when recruiting: or that BSC does not go beyond the bounds of its charitable registration: eg by lobbying for a specific political party.
9. There are web sites that give advice on what Company Secretaries should do and we are signed up to a free monthly service about changes in the law that might affect the way we work.

### **Executive Secretary**

The Executive Secretary ensures the following roles (the Executive Director usually does them):-

1. As an Officer of the Society together with the President and the Treasurer, to sit on the FGPC.
2. To organise EC meetings, including:
  - a. Arranging and publicising the date, time and venue
  - b. Noting apologies
  - c. Circulation of the agenda after consultation with EC members
  - d. Circulation of previous minutes
  - e. Circulation of any other relevant materials, eg expenses forms, maps
  - f. To take minutes at the meeting.
3. To organise the elections of EC members, including:
  - a. Announcement of the election process to BSC members (allowing at least 4 weeks for this to take place and with the nominations closing date also allowing sufficient time – eg at least 6 weeks - before the BSC AGM to arrange a ballot should this be necessary)
  - b. Preparation of necessary paperwork for the election process eg nomination form and advertisement
  - c. Answering queries from BSC members relating to the elections

- d. Organising a ballot of BSC members should there be more than one candidate for an available position
  - e. Announcement of election results at the BSC AGM
  - f. Monitoring when EC positions are due for re-election.
4. As an Officer of the Society, to answer queries where possible from BSC members, the press or the public when the President is unavailable or unable to do so.
5. As an Officer of the Society, to take on any other reasonable responsibilities or requests as deemed necessary by the President.

### **Chair of Conference Committee**

- Chair the Conference Committee which includes an oversight of all matters relating to conference activities, including conference timing, budgeting, aims and strategic objectives.

#### Annual Conference

- Work closely with the Executive Director to revise, advertise and promote the annual conference call for tender (and related legal materials)
- Liaise with interested parties at the pre-tender stage
- With the Executive Director, arrange for site visits and discussions with institutions that responded to the tender
- Feedback the Conference Committee discussions relating to the annual conference tenders, with a recommendation, to the Executive Committee for a final decision
- With the Executive Director, work with the successful Institution to finalise the budget, full conference details and final planning

#### One Off Conferences

- Liaise with the Regional Chair to establish if the proposed event falls under regional activities.
- If not, with the Executive Director, work with the local conference team to work on a proposal and budget.
- Discuss within the Conference Committee and present, with a recommendation, to the Executive Committee
- With the Executive Director, work with the successful Institution to finalise the budget, full conference details and final planning

### **Chair of the Regional Groups and Specialist Networks (RGSN) Committee**

The Society has an increasing number of regional groups and specialist networks. Each group/network is 'led' and represented by one or more officials (e.g. a Regional Chair). The RGSN Committee comprises these officials. The events and meetings organised by these officials, regionally and in connection with special interest groups, are very important to the Society as both a resource and focal point for existing members and a way of reaching out to the wider public. Most broadly, the role of the Chair of the RGSN Committee is to develop and facilitate this work. The Chair's main responsibilities are listed below.

*1. To produce, review and advise on operating procedures for regional groups and specialist networks*

The Chair of the RGSN Committee, in conjunction with the Executive Director and with the agreement of the EC, is responsible for producing and keeping under review operating procedures for regional groups and specialist networks. These include guidelines on how to:

- Set up new groups
- Elect new chairs/other officials
- Arrange non-profit events (within an agreed budget)
- Advertise events

The Chair of the RGSN Committee is also responsible for providing advice on these matters.

*2. To set the annual budget for regional groups and specialist networks*

The new budget arrangement allows organisers to be more flexible in spending their money. The Chair of the RGSN Committee, in conjunction with the Executive Director and Treasurer, is responsible for suggesting and keeping under review an annual budget for regional groups and specialist networks. The budget is subject to the agreement of the EC.

*3. To facilitate the sharing of best practice among RGSN Committee members*

It is important for RGSN committee members to be able to exchange ideas and spread best practice. It is the responsibility of the Chair of the RGSN Committee to enable this by, for example, arranging meetings of the RGSN Committee at the BSC annual conference.

*4. To represent the views of RGSN Committee members to the EC*

It is the responsibility of the Chair of the RGSN Committee to represent the RGSN committee members' needs or concerns to the EC, e.g. budgetary, website issues.

5. *To contribute to the decision-making of the EC*

### **Chair, Post-Graduate Committee**

The Chair of the Post-graduate committee fulfils the following roles:-

1. As an Officer of the Society to attend Executive Committee meetings.
2. To assist host institutions with the organisation of the annual BSC post-graduate conference.
3. To monitor the Facebook group page for the BSC PG Community
4. To administer the applications for bursaries and award according to the criteria for the PG conference, selecting candidates and ensuring confirmation letters are sent.
5. To contact organisations asking for funds for bursary grants (for attendance at the PG conference) (this has been done by the Executive Director).
6. To chair annual BSC PG meetings.
7. To administer evaluation questionnaires to delegates for the PG conference and to compile data and feedback for use at the following conference venue and to also pass this information to the EC.
8. To review applications for membership to the committee and inform the Executive Director of such changes.
9. To send new members web profiles to the BSC Office for uploading on the BSC website.

### **Chair of the BSC Ethics Committee**

1. To promote ethical practice amongst members of the Society in relation to research, teaching, policy-making and practice.
2. To promote ethical practice in relation to the functioning of the Society.
3. To make available a Code of Practice to all members.
4. To make available confidential (and free) advice on ethical matters to all members (particularly post-graduate students).
5. To keep abreast of developments which may impact on the BSC's Code of Ethics (including any changes to relevant Research Council codes of ethics and European and international codes of ethics).
6. To lead the members of the Ethics Committee in regularly reviewing and updating the BSC's Code of Ethics in line with developments elsewhere.
7. In relation to point 4 above – this means fielding correspondence, email contact (an occasional telephone calls also). In most cases, matters can be dealt with by the Chair, although there may be issues which require the attention of two or more members of the committee.

8. To represent the BSC in any events/meetings relating to ethics where the Executive Director of the BSC or members of the EC think that participation will be important to the Society.
9. To provide the Executive Committee with a short (written or verbal) report on Ethics Committee matters for each meeting of the EC.

### **Chair of the Prizes Committee**

#### **General duties**

1. To oversee the running of the prizes, to ensure among other things:
  - a. Clearly advertised, fair and open criteria, procedures and rules for entrants
  - b. Sufficient judges on call to make decisions
  - c. Immoveable deadlines are met – notably that prize decisions are reached in time for awards at the annual conference, and with enough time in hand to invite winners to attend the conference to accept their awards, prepare thank-you speeches etc.
  - d. People are in place to do the practical organisation of the prizes: advertise, collect entries, check eligibility, send out to judges, review judges' feedback, decide winners, notify winners. The ideal would be to have at least one administrator for each prize, with these people plus the chair making up the Prizes Committee. At present this is no longer the case.
  - e. Sponsors are available for the prizes where possible
2. To develop and/or consolidate the society's roster of prizes
3. To resolve with the EC any queries or problems the individual prize administrators may have from time to time.
4. To attend EC meetings and contribute to the committee's wider decision making.

#### **Background info:**

The number of prizes we offer has been growing over the past few years to the point that we now have 5 BSC prizes and two awarded by the BSC Policing Network.

The adverts on the BSC website for the Book, Brian Williams and OA awards set out the entry criteria for these prizes so they can be used as templates and updated year on year.



**The Outstanding Achievement award:** Run by the chair. Decided by vote of EC at the meeting before the conference. Winner gets a trophy and speech at opening of Conference. Charlotte has details of the supplier and the type of trophy.

**The Book Prize:** It is for first single authored book and each book is read by 3 people including the Chair of the Prizes Ctte. The prize, £100 of books from the Routledge Publishing list - including Willan titles - and £500 in cash. Is run by the Prizes Chair.

**The Brian Williams article prize:** For a sole-authored, early career, peer-reviewed journal article. The prize, £250 in cash paid by the BSC as a cheque. Is run by the Prizes Chair.

**The National Award for Excellence in Teaching Criminology:** run by BSC learning and teaching specialist network which will run the prize and also develop other relevant activities. Chair of Prizes sits on this committee in own right. Sage sponsors this one.

**The Postgraduate Prize:** Formerly awarded to the best postgraduate paper submission to the online journal of the BSC conference proceedings but now for best poster. Joint choice of Chair of Prizes Ctte and such other members or appropriate judges as can be found at Conference. The poster prize provided by Sage Publishers, in the form of a £75 book voucher

From April 2014 the BSC Policing Network organise and award these prizes:

The BSC Policing Network Annual Prize 2014 To acknowledge and celebrate excellence in policing research and scholarship by members of the BSC this is for prestige alone.

and The BSC Policing Network Early Career Prize 2014 To acknowledge and encourage excellence in policing research and scholarship by early career members through the publication of sole-authored journal article.

## **Chair of Public Relations Committee**

### Statement of principle

The BSC as a professional association has an appropriate regard for its professional image, status, impact and voice. It has a potentially important role in helping to promote criminology and better represent the knowledge, utility and vitality of contemporary criminological thinking. To that end the **public relations sub-committee** will endeavour to develop opportunities to support, disseminate and promote the contributions of criminological research, evidence and thinking within the wider public

domain and to liaise with the BSC membership and Exec Committee to clarify and refine the nature and scope of the BSC's public face.

To that end a number of specific projects are underway, to be overseen by the **public relations** sub-committee:

#### Specific Projects and initiatives

Develop and - with office support – maintain the register of criminological expertise for journalists and media enquiries

Develop a register of ['sympathetic' / interested] journalists, media and PR outlets for receipt of appropriate BSC press releases as and when there are issues to communicate.

Explore the possibility for a popular, accessible criminology news/current issue format web magazine

#### General activities

Develop a PR strategy for the BSC

Including: Overseeing website redevelopment and

Overseeing social media facilities/links

Oversee the development of BSC visibility

Develop and clarify the BSC 'brand', 'product' and USP

Liaise – as appropriate - with the Professional Affairs Sub-Committee and with the Ethics Sub-Committee

### **Chair of Publications Sub-Committee**

Responsible for production of the society's newsletter (twice yearly)

Responsible for production of the society's online journal "Papers from the British Criminology Conference" (annually)

In conjunction with the President and the Executive Director liaise with publisher and editors regarding the society's journal "Criminology and Criminal Justice" and represent the society at any joint meetings, recruitment of new editors, etc.

Consider further publishing opportunities for the Society

Recruit and consult members of the Publications Sub-Committee

