

## Role description for ALK officer

Post: President

Role description dated 23 July 2015



### **President**

The Association is administered by a small group of unpaid volunteers based in the UK.

This role's purpose is to be the public face of the ALK, representing it at ceremonies to which it may be invited, and also to formally welcome members to each Annual General Meeting. It is largely a symbolic role with few ongoing commitments.

Day to day, the postholder is responsible to the Chairman for carrying out their role.

Whilst all our postholders are busy people with other lives to lead, and it is to a considerable degree up to each postholder to put their own personal stamp on these unpaid, volunteer roles, there are some expectations.

Here are the main ones:

#### REPRESENTING THE ASSOCIATION AT EXTERNAL EVENTS AND CEREMONIES TO WHICH IT IS INVITED

These occur from time to time but there is at least one annual one from the Honourable Company of Master Mariners to lay a wreath at the Merchant Navy Memorial at Tower Hill and to then attend an informal reception at Trinity House afterwards.

#### FORMALLY OPENING ANNUAL GENERAL MEETINGS OF THE ASSOCIATION

The President is expected to attend each Annual General Meeting of the Association, which takes place at different locations within the UK each September. The President is required to open each meeting and to welcome all members, especially new ones attending for the first time. In the absence of the Chairman, the President would be asked to chair the meeting.

#### MEMBER OF SPEAKERS PANEL

The Association maintains a Speakers Panel so that it can respond to requests from organisations and the media for people to speak or be interviewed about lighthouse heritage. Whilst traditionally the President has had a background as a lighthouse keeper this is no longer regarded as essential, though it is desirable whilst there are still former keepers in membership able to take on this task. A President with a non-keeper background would be expected to know a good deal about lighthouse history and heritage, as the President is an obvious and high profile candidate to represent the ALK externally.

#### EXPENSES POLICY

- The ALK will cover all reasonable expenses incurred by this postholder, but they must be agreed in advance with the Chairman.
- Travelling costs in connection with carrying out ALK duties will be reimbursed, if agreed in advance, from the main account (general admin travel expenses) or from the special events account (event planning travel expenses) provided receipts or retained tickets are supplied along with an expenses claim form. However it is expected that Regional Representatives will carry out local visits, venue inspections, boatmen negotiations etc in order to minimise such costs.

- Communicating with members and officers The main route for communicating with members and officers is by email, and it is a requirement that all postholders will have an email contact address and use this on behalf of the ALK.
- Postage costs where necessary will be reimbursed, if agreed in advance, on submission of the relevant expense claim form provided receipts are attached. Generally use 2<sup>nd</sup> class mail unless it's critical to use 1<sup>st</sup> class. Where a number of letters need to be sent, the Hurst Castle ALK Project Manager has, as at March 2014, the ability to send out franked mail which keeps the costs down significantly. He is normally willing to do mailings for the ALK so liaise with him as required.
- Telephone call costs on behalf of the ALK will be reimbursed if unavoidable but we would ask the postholder to ensure all reasonable steps are taken to have in place mobile/landline contracts that allow free calls to be made, at least at weekends and during evenings. Where reimbursement is to be applied for we ask that postholders call at times when call charges are lowest and that call times are limited to discussion of essential matters. An expense claim form must be submitted together with an itemised listing from the telephone provider. The norm is that most postholders do NOT charge telephone calls to the ALK and we do regard reimbursement as the exception rather than the rule.
- Any participation by the postholder in events will require him/her to contribute payment at the same rates as all other participating members.

#### WHAT DO YOU NEED TO CARRY OUT THIS ROLE?

This is for guidance of members considering applying for this post. Useful skills/experience which a volunteer could bring to this role might include all/some of the following:

- An outstanding knowledge of the ALK and lighthouse-keeping
- A passion for lighthouse heritage
- The ability to speak confidently to groups and to respond to interviews in such a way as to create a good impression of the Association and its objectives
- Good interpersonal skills with a wide range of people, in both formal and informal settings
- A respect for tradition and the ability to act honourably at solemn, commemorative functions
- The ability to build or take over and maintain a network of personal relationships with lighthouse authority personnel and others connected with the maritime world