

Book and Paper Group Committee Role Descriptions

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Chair

The Chair leads on the strategic direction of the Book & Paper Group in collaboration with the Committee, Group Chairs, the Icon Director, Board of Trustees and other specialists as necessary.

Specific responsibilities:

- Chairing quarterly meetings of the Book & Paper Committee and leading on the direction, strategy and priorities of the Committee.
- Providing guidance, advocacy, training and education opportunities for Book & Paper Group members (in collaboration with the Committee and the Events & Training Subcommittee).
- Seeking to unite the conservation profession through membership of the Group Chairs' Forum.
- Ensuring that all financial matters are managed and updated and that value for money is a high priority.
- Being an advocate for Icon and the wider conservation profession, and helping represent book and paper conservators within Icon

Treasurer

The treasurer is the primary manager of the Group's account. The treasurer is part of the executive committee along with the chair and the secretary.

Specific responsibilities:

- Paying any expenses and fees
- Taking in money (primarily through Eventbrite)
- Issuing invoices and receipts
- Reporting quarterly on the state of the accounts to Icon central through a coded spreadsheet
- Preparing the annual budget in January with input from the E&T Chair and an annual report presented at the AGM (usually March/April) for approval by B&PG members.
- Making recommendations to the Committee on how we can best use our money and how to get the most from it
- Attending meetings of the B&PG Committee and contributing to decision-making
- Being an advocate for Icon and the wider conservation profession, and helping to represent book and paper conservators within Icon

Secretary

The Secretary is one of the executive positions on the committee (with the Chair, Treasurer, and Events & Training Sub-committee Chair) so we can't have a committee without it. The Secretary keeps us organised although if they want to work on other things as well, they're more than welcome; two secretaries ago, we'd discussed changing the role a bit, and we're still open to shaping it to what you want. This isn't one of our huge time commitment roles, but one that requires regular attention (at least for the checking of emails), and quarterly attention to the meetings. It's also a great role if you want to network & be in touch with new people!

Specific responsibilities:

- Scheduling meetings, taking meeting minutes and following up actions.
- Keeping an eye on the inbox and either answering or forwarding on emails,
- Making sure the group adheres to Icon's regulations.

Events & Training Subcommittee Chair

The Events & Training (E&T) Subcommittee Chair leads on the programme and strategy of the Sub-Committee, in collaboration with Subcommittee members, the Book & Paper Group (B&PG) and other stakeholders.

Specific responsibilities:

- Chairing meetings of the Subcommittee on a quarterly basis.
- Attending meetings of the Book and Paper Committee and contributing to decision-making
- Providing a quarterly update at each committee meeting. Producing an end of year report which must include a budget for events and training.
- Developing events and training ideas through informal discussions with members of the B&PG. This includes working with other Subcommittee members to source potential trainers/lecturers and host venues.
- Working with the B&PG Committee chair to provide regular reports of updates to be featured in *Icon News*.
- Ensuring there is an allocated coordinator from the Subcommittee for each event who will be responsible for preparation, including:
 - Setting up Eventbrite/Zoom pages for events
 - Drafting an advert to be checked by the B&PG Committee Sub Editor
 - Sourcing equipment and materials for training
 - Arranging accommodation, subsistence and payment for the trainer for allocated events
- Ensuring there is an allocated coordinator on the day of each event (usually the same coordinator responsible for preparation) who will:
 - Attend for whole/part of the course where possible to ensure that delegates, hosts and trainers are satisfied and to troubleshoot during the course as necessary
 - Find a participant to write a course review for *Icon News*
- Being an advocate for Icon and the wider conservation profession, and helping represent book and paper conservators within Icon

Events and Training Subcommittee Member

The events and training subcommittee is a branch of the Book and Paper Group Committee that is dedicated to developing a regular program of training events from workshops and lectures to panel discussions.

Specific responsibilities:

- Attend quarterly meetings to discuss upcoming training and past events and table ideas for possible future events.
- Take responsibility for the coordination of a certain number of events per year (usually 2-3)
 - Create an estimated and actual budget for each event
 - Organise the advert for the event and booking system using Eventbrite
 - Liaise with the necessary contacts i.e. tutor and venue staff to ensure the event runs smoothly.
 - Organise to receive feedback from attendees
 - If available, attend the event as a coordinator to represent the B&PG at the event and troubleshoot any issues that occur on the day.

Training will be given on all aspects of event coordination so no previous experience is necessary. But a certain level of comfort using a computer and different online platforms will be a bonus.

Bursaries Officer

The Bursaries Officer leads and organises bursary and grant projects within the Book & Paper Group (B&PG), mainly the Frederick Bearman Research Grant.

Specific responsibilities:

- Planning, scheduling and organising each round of bursaries and grants.
- Developing application forms and web pages (in collaboration with the IT Officer).
- Preparing publicity material for each project.
- Maintaining correspondence with stakeholders, such as bursary recipients and members of the judging panel.
- Coordinating relevant events, such as the Fred Bearman Memorial Lecture (in collaboration with the Events & Training Subcommittee).

Student Liaison Officer

The Student Liaison Officer acts as a representative for students on the Book & Paper Group (B&PG) Committee.

Specific responsibilities:

- Communicating to current students of book and paper conservation what the Group is about, and how it benefits them
- Acting as a spokesperson for students and their ideas on the B&PG Committee, and ensuring that the benefits and opportunities provided by the Group are accessible to the student body
- Acting as a voice for the tutors and course leaders in finding new ways for the Group to support the education of book and paper conservation
- Attending meetings of the B&PG Committee and contributing to decision-making
- Being an advocate for Icon and the wider conservation profession, and helping to represent book and paper conservators within Icon

Special Projects Officers

The Special Projects Officers undertake one-off or short term projects for the Book & Paper Group (B&PG) Committee that do not fall into the remit of any other Committee member.

Specific responsibilities:

- Developing and organising new special projects to benefit B&PG members and Icon members in general (in collaboration with other Committee members as appropriate)
- Assisting and advising Committee members and subcommittees with ongoing projects where needed
- Attending meetings of the Book and Paper Committee and contributing to decision-making
- Being an advocate for Icon and the wider conservation profession, and helping represent book and paper conservators within Icon

IT Officer

The IT Officer maintains the Group's digital accounts and works on related multimedia. This role generally comprises specific tasks at varying intervals, so is perfect for those with the ability to put in a few hours to complete projects as needed. The tasks simply require general computer skills and the enthusiasm to learn more!

Specific responsibilities:

- Liaising with Icon's Digital Media Officer to add/update events and information on the website,
- Creating application forms or surveys
- Editing and uploading lectures to our online platforms
- Review the group's Google Docs and Trello boards.

Social Media Officer

The Social Media Officer maintains the Group's presence on social media platforms. The Group is also really open to new ideas, so if you'd like to take our social media somewhere new, you have freedom to do that.

Specific responsibilities:

- Maintaining an active presence on the Group's Twitter, Facebook and Instagram account.
- Sharing the Group's news and events to members in a timely manner.
- Moderating the accounts for comments and messages.

Development Officer

In recent years, we have been trying hard to deliver professional development and other events at an affordable cost, or free, to members. We offer one £1,000 research grant a year, in addition to an affordable triennial conference and regular workshops and lectures. We are now looking to secure funding for some of these efforts in a more formalised way so that we can keep them going indefinitely.

Specific responsibilities:

- Seek sponsorship for the Book & Paper Group triennial conferences
- Organise the logistics of establishing a fund for the annual Fred Bearman Research Grant and Memorial Lecture
- Brainstorm any other approaches to funding for events so we can deliver less costly CPD events to B&PG members.
- Work under and with the support of the Treasurer.

Sub-Editor

The Sub-Editor prepares and edits Book & Paper Group (B&PG) publications for the Committee, B&PG members and the wider public.

Specific responsibilities:

- Editing (and sometimes drafting) formal documents, communications and other publicity materials for the B&PG
- Commissioning, drafting and/or editing articles for *Icon News* relating to book and paper conservation
- Attending meetings of the B&PG Committee and contributing to decision-making
- Being an advocate for Icon and the wider conservation profession, and helping to represent book and paper conservators within Icon