

South Oxfordshire Archaeological Group

DUTIES AND RESPONSIBILITIES OF OFFICERS

THE ROLE OF HONORARY VICE PRESIDENTS

Constitutional position

- An Honorary Vice President (hereafter Vice President), of which there shall be a maximum of five at any one time, is an Officer appointed by the Committee. He/she will serve for such time as the Committee may from time to time determine, or until earlier retirement or removal.
- As an unelected Officer, a Vice President is ex officio a non-executive member of the Committee and as such is entitled to attend Committee meetings and take part in discussions but not to vote.
- A Vice President is not eligible to be elected or co-opted onto the Committee as an Executive Officer or Ordinary Member.

Who can be appointed

- Any individual can be asked to become a Vice President but the Office is generally to be regarded as a recognition for an individual's past service to the Group or of the contribution he/she is likely to make to the Group in the future.
- The Office should be seen as a means by which the Group can continue to benefit from the experience and knowledge of individuals who have given singular service on the Committee but who no longer wish to take on the rigours of being an Executive Officer. Whilst it is likely to be conferred upon those who have served as Chairman because of the breadth of Group knowledge such individuals necessarily acquire in office, it is not limited to ex-Chairmen.
- The Office can also be conferred upon an individual who has made or could make an outstanding contribution to the Group, or to the Group's field archaeology, whether or not that individual has served or is serving on the Committee, or is even a member of the Group at the time of the appointment.

Role of Vice Presidents

- The Vice Presidents will play a key role as ambassadors for the Group. In this role they have no de facto powers to act on behalf of the Group (i.e. to commit the Group to any course of action or expenditure) unless specific authority has been delegated by the Committee. They may comment publicly on the Group's behalf on broad policy issues and/or specific issues on which they have been fully briefed. In so doing they must try to ensure that any 'views' expressed accord with those of the Group as a whole. Whilst a Vice President is entitled to express contrary views on any matter, particular care must be exercised to ensure that these are not represented publicly as those of the Group.
- Any Vice President can represent the President at an event if requested to do so. If for any reason the President is unable to fulfil his/her role or there being for a time no President appointed, the Committee may ask one or more of the Vice Presidents to undertake pro tempore all or some of the duties of the President.
- A Vice President may be asked to carry out a specific task to assist the Committee, working with the elected Officers and Ordinary Members to achieve results in accordance with objectives set. This can be in any area where that person's knowledge, expertise or contacts may be useful, for

example (but not exclusively): in helping to develop the programme of events, communicating with the membership or with external bodies, marketing and recruitment, developing and implementing policy or training programmes, or in mentoring less experienced members.

- Given that Vice Presidents will usually have served in other roles, they should be consulted by the Executive Officers on matters of importance so that their experience and knowledge can continue to be used for the benefit of the Group. However, they must always remember that they are providing advice and guidance, not making the final decision which must rest with the Executive.
- The Office of Vice President is not automatically a step towards the Presidency. In order to avoid any misunderstanding, both inside and outside the Group, the Committee will try to ensure that a minimum of two Vice Presidents are appointed at any time.