

South Oxfordshire Archaeological Group

DUTIES AND RESPONSIBILITIES OF OFFICERS

THE ROLE OF THE PRESIDENT

The SOAG Constitution names Founder and Honorary Member Cynthia Graham-Kerr as 'President for Life'. The following outlines the duties and responsibilities of the President in her new role following the handing over of all administrative responsibilities to the elected members of the SOAG Committee during 2004-05.

The Office of President

1. The Office of President is now entirely non-executive but the President remains the titular head of SOAG; as such she will continue to play an important role as an exemplar of all that is best about the Group and the discipline of archaeology.
2. The President has unique knowledge and experience of the Group's past activities and of archaeology in the local area. She should continue to use that experience and historical knowledge to assist the SOAG Committee with matters of general policy and local archaeology.
3. The President is *ex officio* an unelected member of the Committee. Her role in Committee should be seen in terms of encouraging and facilitating initiatives and decisions which are demonstrably in the best interests of the Group.
4. The President is responsible at all times for publicly supporting and promoting to SOAG Members the policies laid down and decisions made by the elected members of the Committee.

The President will:

- by agreement with the Chairman and other members of the Committee, continue to act as an ambassador for the Group to promote its public and archaeological image
- by her familiar presence at Group activities, provide essential continuity and stability as the Group continues its restructuring and equips itself for the challenges of the future
- maintain her accessible and informal approach to members (especially new members) to ensure that all are made equally welcome and that the friendly reputation of the Group is preserved
- when requested and given reasonable notice, provide access to and assist with searching and cataloguing the SOAG archives

The President may also:

- by invitation, serve in an advisory capacity on sub-committees or *ad hoc* committees, in connection with which her current duties include:
 - acting as a co-director on the Gatehampton Project and serving on the Gatehampton Sub-committee
 - acting as an artistic consultant to the Publications Team and using her artistic skill for the enhancement of Group publications