

COMMITTEE STRUCTURES and ROLES.

1. Within the three main strands of DOWH activities – **Research, Outreach** and appropriate **Governance** - the committee structures within DOWH have developed over the years to i) assist fulfill the current priorities and ii) encourage & develop the skills and interests of members.

2. These were laid out in the 2015 Strategy document which is currently under review. Due to changes in personnel, some proposed strategies have been held in abeyance.

3. From Spring 2020 the Covid-19 pandemic changes were necessary in order to maintain and develop DOWH within the new conditions.

4. In spring 2022: The 15 **TRUSTEES** continue to meet quarterly, at present on Zoom.

Purposes: to discuss and agree:

a) the role of the **five active branches** – Anglesey, Caernarfonshire, Conwy, Denbighshire and Merioneth. There is currently no branch covering Wrexham. DOWH has developed from a mainly top-down to a more bottom-up charity, enabling our volunteer members to concentrate on local interests & skills, led by the branch secretaries and covering local outreach and research. A number of branch events are recommencing in summer 2022.

b) **centrally agreed themes** –current themes include the upgrading of a **comprehensive database** of houses visited; a **Parishes Project**– systematically reviewing by parish the pre 1700 houses across each branch, in contrast to the previous differently organized selection of houses; the **launch of a refreshed website** in December 2021 and its continuing development.

c) **future research themes**, are currently being developed again now that the effect of the pandemic on declining house visits and closure of record offices is waning.

There is overlap and liaison between all Group roles and activities. The minutes and reports from Branch events and from Executive meetings are circulated to the trustees to ensure openness.

4. The role of the **EXECUTIVE committee** was modified at the start of the 2020 pandemic. Members: Chairman, Secretary, Treasurer, Membership, Website, Database, Research, Parishes Project.

Purposes: i) to act as the hub of the Group, generating ideas concerning future directions / activities of the Group and receive and circulate ideas from both trustees and members;

ii) to maintain links with all the group's activities and focus on key developments;

iii) to meet, when necessary, especially between formal meetings of trustees, to co-ordinate the Group's overall direction of development;

iv) to aim to reduce the secretary's many responsibilities of co-ordinating the varied activities of the Group.

v) the Executive has subsumed the former governance committee roles of finance & administration. Monthly Executive Zoom meetings enable good governance to be maintained and the involvement of members increased through popular monthly Zoom **lectures** and an increase in members' articles in the quarterly **Newsletter**.

NB. Now, in May 2022, most of the Covid restrictions have been lifted, the current role of the Executive may diminish after the 2022 AGM.

5. The June **ANNUAL GENERAL MEETING** provides opportunities for members to receive reports & updates and to elect officers. It is followed by a **PUBLIC LECTURE** on an appropriate subject. Currently these are being held on Zoom.