

Trustees

Management		Engagement					Research	
Chair = JD		Chair = EC					Chair = MC	
Admin + Policy + GDPR		Membership	Website	Communication			Research Projects	Database
<p>The core group</p> <p>Implements policies agreed by trustees</p> <p>Make day-to-day management decisions.</p> <p>Call upon other members as business requires</p>		<p>Recruitment</p> <p>Outreach</p> <p>Branches that exist</p>	<p>Everything to do with the Website</p> <p>Security</p> <p>Data</p> <p>Access</p> <p>Updating</p>	<p>Events</p> <p>Newsletter</p> <p>Social media</p> <p>Communicating with members by email</p>			<p>Projects with outside grants</p> <p>Project Leaders</p> <p>Parish Project</p>	<p>Database updating + additions</p>
Secretary	Treasurer	Membership Secretary	Website Co-ordinator	Newsletter Editors	Events Co-ordinator	Media Co-ordinator	Research Co-ordinator	Database Co-ordinator
<p>Organise exec and trustee meetings (6-8 pa) + AGM</p> <p>Responsible for ensuring minutes are taken, distributed and archived</p> <p>First port of call for enquiries</p>	<p>Manages the finances of DOWH, in accordance with the DOWH Financial controls policy</p> <p>Monitoring and updating policy & governance</p>	<p>Manages and maintains membership data</p> <p>Contact point for members</p> <p>Liaises with Treasurer, Events coordinator and Newsletter editors</p>	<p>Manages, updates and maintains the DOWH website</p> <p>Manages IT subscriptions, licenses and purchases.</p> <p>Hosts Zoom meetings</p>	<p>Edit the Newsletter</p> <p>Commission material for such</p> <p>Determine the style of the Newsletter</p>	<p>Coordinates events to avoid date clashes</p> <p>Publicises DOWH events and any other events of interest</p> <p>Email contact with members</p>	<p>Develop social media presence</p> <p>Maintains contact with branches</p>	<p>Facilitates research and helps source and raise funding for specific projects.</p> <p>Co-ordinates projects</p> <p>Coordinates parishes project</p>	<p>Develop and maintain databases including the Houses database.</p> <p>Also possibly to oversee archiving (retention policy)</p>

The posts of Chair, Treasurer and Secretary must be held by trustees, but other post-holders may not be trustees.

The people in the white boxes report directly to Trustees. (They may be Trustees)

Chair of Engagement may be one of the reporting people or may be a separate Co-ordinator for the Engagement Group.

DOWH trustees are collectively and individually accountable in law for everything the charity does, especially:

Ensuring DOWH is carrying out its purposes for the public benefit

Complying with DOWH's governing document and the law

Acting in DOWH's best interests

Managing DOWH's resources responsibly

Acting with reasonable care and skill

Promoting DOWH

TRUSTEES

Their role is to scrutinise and challenge, in some cases to take on portfolios (e.g., treasurer) and to use their social and professional networks for the benefit of the Group. The endorsement of policy lies with the trustees. Not all officers are or need be trustees.

Janice Dale, Chair

Wally Barr, Joint Newsletter Editor and Former joint Flintshire Branch Secretary

Rosemary Brotherton, Treasurer

Eleanor Carpenter, Engagement Chair

Martin Cherry, Research Chair and Co-ordinator

Richard Cuthbertson, Former Chair

Margaret Dunn, Former Secretary

Zoe Henderson, Former membership Secretary

Gill Jones, former Conwy Branch Secretary

Peter Masters, Webmaster

Michael Sharratt, Secretary

Jane Parry-Evans, Houses Database Co-ordinator