

## **JOB DESCRIPTION FOR REGIONAL REPRESENTATIVE (RR)**

### **OVERVIEW**

A Regional Representative is responsible for promoting the Guild within their area, organising events for local members (if appropriate and practical). RRs represent the Guild members and potential members living in their region. They will act as an essential link between Guild members and the Regional Representative Coordinator (RRC) who reports to the Guild Committee. RRs may optionally also channel assistance to members whose names focus in their region but live elsewhere.

The RR is appointed annually by the Regional Representative Coordinator.

The Guild will fund all reasonable expenses of the RRs including postage, stationery, hiring of meeting rooms and expenses incurred in attending local Family History Fairs or similar meetings on behalf of the Guild.

The Guild website contains a Regional Rep. area which provides information about relevant matters including Guidelines for Newsletter, use of Regional distribution lists, New Member welcome packs etc. It also contains an area where Newsletters, Agendas and Minutes of meetings can be posted.

### **RANGE OF TASKS**

There are a range of possible activities that RRs can perform and promote, depending on the proactive nature of the individual and the nature of their region, its geography, the distribution and number of members. These tasks include:

- **interaction** with local Guild members
- **promoting** the Guild locally
- **proactively** seeking out and helping potential Guild members
- **reporting** regional activities to local members, other RRs and to the Committee via the RRC

#### **Tasks RRs are expected to perform:**

- Be the primary point of contact for all Guild members in their region
- Maintain contact with local members. (see Communications section below)
- Produce at least an annual regional newsletter detailing local Guild activity and recent developments in the Guild. Distribute these to all Guild members in their region. A copy of any Newsletter should be sent by email to the RRC and also to the Webmaster to be displayed on the Guild website on the Regional Page
- Submit an annual report to the RRC no later than 28 February of each year
- Inform the RRC of their activities throughout the year

#### **Tasks RRs are strongly encouraged to perform:**

- Communicate with all local Guild members to identify what they would like the RR to organise and the desired frequency etc.
- Organise meetings for local members who would like contact with others; this is naturally dependent on the region's geography, the distribution and number of members
- Promote the use of Guild facilities and Guild events.
- Provide talks about the Guild activities to the general public at local Family History Fairs and/or at local Family History Society meetings
- Help with staffing of Guild Stand at promotional events, FH Fairs etc. Work closely with the Guild Stand / Event Manager to ensure all stand materials and bookings for any event are made with due

regard to the Stand / Event Manager's budget. Outside of UK mainland: organise, where practical, attendance at promotional events. The Guild Stand / Event Manager is available to assist where required

- Maintain contact with other RRs to discuss the role of RRs, seek advice and ideas from other RRs, discuss ways of being proactive and exchange details of RR activities occurring in other regions
- Recommend appropriate venues for Guild promotional events to the Guild Event Manager

#### **Optional Tasks that the RR may wish to perform:**

- Participate in their region's RootsWeb mailing list, responding to one-name enquiries, and questions relating to Guild registered names
- Support Guild members with one-name studies within the region
- Report regional events via the website (through the Webmaster)
- Organise formal regional meetings to help promote the Guild, where speakers may be provided by the Family History Societies or from within the Guild
- Encourage relevant bodies in their area to take an interest in the Guild and arrange for them to display Guild publicity material

### **COMMUNICATIONS**

Some RR's have taken the opportunity to create a local area closed Facebook group for regional members, whilst others use a 'mailing list' facility to distribute information, others use Newsletters and/or emails.

### **FINANCES**

As a Registered Charity, the Guild will only pay bona fide expenses to RRs. The Guild will pay the RRs' expenses for:

- Making initial contact (by email, telephone or post) with newly registered local Guild members or making contact with all local Guild members on being appointed as a RR
- Representing the Guild at Family History Fairs or similar events. See [http://one-name.org/regrepsprivate/RR\\_expenses.html](http://one-name.org/regrepsprivate/RR_expenses.html) for further details
- Producing and disseminating (by email or post) Guild Regional Newsletters
- Arranging Regional meetings. If the number of people likely to attend regional meetings is higher than can be accommodated in a member's house, the Guild will fund the cost of hiring a meeting room but see [http://one-name.org/regrepsprivate/RR\\_expenses.html](http://one-name.org/regrepsprivate/RR_expenses.html) for further details
- N.B. If events are held in a member's house, a charge may not be made to members, as this would invalidate the house insurance. However, donations may be accepted and used to offset RR expenses. The RRs should consider making a small charge for regional meetings not held in a member's house, but in the initial years of setting up an active regional group, the Guild will subsidise such meetings to encourage active participation

### **TIMETABLE**

As a postholder for the Guild, the RR is expected to reply to email correspondence within a week of receipt, unless in exceptional circumstances. If the initial response is a holding email, a full response should be provided within two weeks. If the RR is for any reason unable to access email for a period of more than a week, appropriate arrangements should be made for email to be forwarded to ensure correspondence is appropriately actioned during this period.

### **REQUIREMENTS**

- A helpful, understanding, communicative and gregarious nature is desirable
- Approximately 2-3 hours per month, proactive RRs will probably spend more than this
- Email and telephone access

*Last updated March 2015 and agreed by carried Committee e-vote on 21 March 2015*