



# GENERAL REGULATIONS

## OFFICERS

### 1. OBJECTIVE

To ensure that the duties and responsibilities of the Fellows elected as Officers of the Society are defined.

### 2. SCOPE

This Regulation defines the duties and responsibilities of the Officers of the Society, namely the President, Vice-Presidents and Treasurer.

### 3. RELATED REGULATIONS

Reference should be made to the following related Regulations

Regulation R/G/7: Standing Committees of Council

Regulation R/G/9: Nominations Committee

Regulation R/G/10: Nomination and Election of Non-Officer Trustees

Regulation R/G/20: Nomination and Election of Officers

### 4. RESPONSIBILITIES OF OFFICERS

#### 4.1 President

The President for the succeeding year shall be elected in accordance with the Byelaws, normally serve for two years, and then retire from the Presidency and from Council.

The President shall chair Council and all General Meetings and shall be an ex-officio member of all Standing Committees.

The President shall be responsible for the proper conduct of the Society's business and shall ensure that:

- i) the provisions of the Charter and Byelaws of the Society are maintained;
- ii) the activities of the Society are consistent with its charitable status;
- iii) all Officers and members of Council and of Standing Committees perform the duties assigned to them properly;
- iv) reports are called for from Standing Committees, Scientific Committees, Temporary Committees, Working Groups, Specialist Groups, Regional Groups and staff;
- v) extraordinary meetings of Council and of Committees are called when necessary; and
- vi) appropriate measures are proposed to Council for the good management of the Society.

The President, when prevented from giving full attention to the current business of the Society, shall provide timely notice to an Officer in order that the responsibilities normally undertaken by the President are discharged.

#### 4.2 Vice-Presidents

A Vice-President or other Officer shall normally chair Council or other meetings when the President is absent, or when the President is unable to give full attention to the current business of the Society.

Nomination of Vice-Presidents for the succeeding year shall be made to Council by the Nominations Committee.

The Vice-Presidents shall normally serve for three years but may serve for a maximum of two consecutive terms in Office.

The Vice-Presidents shall be elected by ballot, from the members of Council for the succeeding year, at the Annual General Meeting (Regulation R/G/20).

The Vice-Presidents shall attend relevant Standing Committee meetings and ensure that:

- (i) minutes of the proceedings of such meetings are taken;
- (ii) all other necessary records in connection with the Society's business are kept

#### **4.3.1 Vice-President, Foreign & External Affairs**

The Vice-President, Foreign & External Affairs, is responsible for the general supervision of all matters relating to the external and international roles of the Society as Council may require, including liaison with Government and external stakeholders on matters pertaining to geoscience, and co-ordination of responses to public consultations on matters pertaining to geoscience or geoscientists.

The Vice-President, Foreign & External Affairs, shall chair the External Relations Committee (Regulation R/G/7).

#### **4.3.2 Vice-President, Professional Matters**

The Vice-President, Professional Matters, is responsible for the general supervision of all matters relating to the professional activities of the Society as Council may require, including:

- validation of Fellows as Chartered Geologists and Chartered Scientists;
- election of Fellows as European Geologists; and
- Continuing Professional Development.

The Vice-President, Professional Matters, shall be a Chartered Geologist, and shall chair the Professional and Chartership Committee (Regulation R/G/7).

#### **4.3.3 Vice-President, Publications**

The Vice-President, Publications, is responsible for the general supervision of all matters related to the publishing activities of the Society as Council may require, including the publication of books and journals in order to:

- fulfil the objectives of the Geological Society; and
- provide a financial contribution to support the wider aims of the Society.

The Vice-President, (Publications) shall chair the Publications Committee.

#### **4.3.4 Vice President, Science**

The Vice-President, Science is responsible for the general supervision of all matters related to the scientific activities of the Society as Council may require, including:

- ensuring that the scientific output of the Society is maintained at the highest international standards, and to encourage the dissemination of the resulting knowledge;
- developing a high quality and relevant portfolio of scientific meetings in London and around the UK; and
- advising on possible future Special Publications/thematic sets and encourage publications resultant on meetings.

The Vice-President, Science shall chair the Science Committee.

#### **4.4 Treasurer**

The Treasurer is responsible for the general supervision of all matters relating to the finances of the Society as Council may require, including its accounts, real estate, investments, and funds, and ensuring that these are reported appropriately to Council and the Fellows.

Nomination for the office of Treasurer for the succeeding year shall be made by the Nominations Committee (Regulation R/G/9).

The Treasurer(s) shall normally serve for three years but may serve for a maximum of two consecutive terms (Regulation R/G/10).

The Treasurer shall be elected by ballot, from the members of Council for the succeeding year, at the Annual General Meeting (Regulation R/G/10).

The Treasurer shall chair the Finance and Planning Committee. The Treasurer shall chair whatever Sub-committees or Panels are necessary to advise on detailed technical matters.

### **5. MEETINGS OF OFFICERS**

Officers shall meet as required to consider matters relating to the operational effectiveness of the organisation. Further business may be conducted by email. The aims, terms of reference, structure and method of working are below.

#### **5.1 Aim**

To ensure the efficient management of the Society

#### **5.2 Terms of Reference**

To supervise and advise Council on matters relating to organisational effectiveness and efficiency including HR strategy, IT provision and infrastructure, premises, facilities, and other housekeeping matters, and to ensure that the Society adheres to appropriate health and safety standards.

#### **5.3 Structure**

The President shall chair the meeting of Officers. Membership will consist of all Officers plus the President-Elect when applicable. Officers serve throughout their terms of office. The secretariat will usually be provided by the EA to the Chief Executive. The Chief Executive will attend meetings of Officers. Other members of the management team will attend by invitation.