



THE BRITISH SUGARCRAFT Guild

NOMINATION FOR AREA TEAM MEMEBER

I am willing to be nominated as an Area Team Member for Area _____ for a period of 2 years (back dated) from October 2022.

If necessary, I am prepared to take part in a ballot in my Area.

NAME: _____

ADDRESS: _____

POSTCODE: _____

TEL: _____ Email: _____

BRANCH: _____ MEMBER No. _____

PROPOSED BY: _____

BRANCH: _____ MEMBER No. _____

SECONDED BY: _____

BRANCH: _____ MEMBER No. _____

**RETURN TO NATIONAL OFFICE BY
14th JAN 2023**

Reference: BSG Constitution Paragraph 5.8b for the elected team and 5.8d should a ballot be required.



National Office: 572 Middleton Road, Chadderton, Oldham. OL9 0HF
Tel: 0161 222 9699 • Email: nationaloffice@bsguk.org • www.bsguk.org

Job Descriptions for the Area Team

The UK is split into FIVE areas. Each area has an Area Co-ordinator elected from the membership in that area. Area teams can be of any size but must have the following: an Area Co-Ordinator, Area Treasurer and Area Secretary, plus, ideally, a dedicated Social Media Co-Ordinator and Cygnets Co-Ordinator.

Other roles might include an event/exhibition co-ordinator, publicity and promotions officer as required.

Area Co-Ordinator

- The principal task of the Area Co-Ordinator is to represent the Guild in their designated geographical area.
- They will uphold the BSG Constitution.
- Serve as a member of the National Committee with voting rights.
- Work with a local team to support individual and branch members in their Area.
- Work with the local team to organise events in their Area on behalf of the BSG.
- Ensure that events locally organised do not conflict with any activities organised in other areas or at a national level.
- Ensure the Area Team or branches within their Area do not infringe on the responsibility of other members of the National Committee e.g. requests for goods/prizes from national organisations and traders must go through the Trade Liaison Committee Member on National Committee. Requests for exhibition dates must go through the Chair of Judges' Committee.
- Ensure that the National Administrator is advised of all dates, times of events and activities organised by the Area Team.
- Is expected to lead, counsel, and advise other Area Team members in the execution of their duties, they should be impartial, open, fair and honest at all times.
- Ensure the Area Team members function and liaise as a team.
- Chair meetings of the Area Team and Area meetings.
- Organise induction days and training seminars for the Area Team members as necessary.
- Provide written reports prior to National Committee meetings, an annual report to be presented to the members at the AMM and an Area Report for the members' Magazine.

Area Secretary

- Should prepare the agenda for all Area and Team meetings with the Area Co-Ordinator.
- Take the minutes of the Area meetings. Ensure the minutes are distributed in good time to the members, National Office, National Chair, Secretary, Treasurer and Vice Chair.
- Create Area Newsletters to keep members informed in between Area meetings.
- Ensure the Area meeting dates are added into the National Diary at National Office to allow inclusion in the British Sugarcraft News and are passed to Area members. Also encourage branches to add events information into the National Diary.
- Deal with any correspondence received regarding Area affairs and keep their team informed.
- Notify National Office of any branch venue changes or potential branch closures.
- Manage and maintain Area contacts list in line with GDPR

Area Treasurer

- The Area Treasurer is responsible for the financial affairs within the Area, such as payment of hall hire, demonstrators etc.
- The Area Treasurer will prepare and submit the Area accounts every spring to members and National Office.
- They should present the accounts at each Area meeting to allow the members to have an understanding of what funds the Area has and to aid any decisions required.
- An electronic copy may be sent out to those members who attended the meeting by the secretary.



National Office: 572 Middleton Road, Chadderton, Oldham. OL9 0HF
Tel: 0161 222 9699 • Email: nationaloffice@bsguk.org • www.bsguk.org

Social Media Co-Ordinator

- The Social Media Co-Ordinator is responsible for keeping all Area content up to date. This includes, but is not limited to websites, Facebook, Instagram.
- Liaising with branches within the Area to ensure their social media content is current.
- Promoting BSG events taking place within the area and nationally as directed by National Committee.
- All content should be written in the third person and should not be personal.

Cygnets Co-Ordinator

- The Cygnets Co-Ordinator should ideally be one of the Cygnet Leaders from the Area
- They should keep in touch with all the Cygnet groups within the Area.
- They are responsible for ensuring that the DBS (Disclosure and Barring Service)/Disclosure Scotland checks are done and records are kept up to date.
- It is the Cygnet Co-Ordinators responsibility to ensure all Cygnet Groups are correctly linked to a BSG Branch.
- They should liaise with the Cygnets Representative on National Committee when necessary.

All team members are required to keep securely non-financial documents for a minimum of five years and financial documents for a minimum of seven years. Documents can be held for longer period should the Area Co-Ordinator wish. Any data stored electronically or otherwise must be maintained in line with the GDPR.

September 2021

