

Touring Exhibitions Group

Job description:

Ordinary Member

Updated:

March 2019

Current postholders:

Ordinary members are elected to serve on the Executive Committee, for a year at a time and for a maximum of three terms. Although not elected as an Officer to carry out specific duties, they may join a sub-committee to work actively on TEG's behalf in a particular area. Otherwise they share the general duties of all elected members which are as follows:

- attending meetings of the Committee (four times per year) and contributing to policy development and the management of TEG's business;
- to be alert to policies and events with a bearing on TEG's sphere of interest and advising the Executive Committee as appropriate;
- to attend the Annual General Meeting, to account for the Executive Committee's work during the preceding 12 months;
- to attend TEG's other events as and when agreed, to represent TEG and assist in the management of the event;
- to attend represent TEG at sector events as and when agreed;
- to liaise with and assist members of the Executive Committee in their roles as necessary e.g. working groups, specific projects, etc;
- to bear in mind possibilities for grant-aid and sponsorship for TEG as a whole and/or for specific activities or projects, and advise the Committee as appropriate;
- to promote TEG to colleagues in the museum profession and to potential funders, and to be seen to be acting on behalf of the membership;
- to actively promote TEG through any professional social media channels the post holder may operate.

Key information

The position of Ordinary Member is elected for a period of one year, renewed on an annual basis for a maximum of three years (one term). The Ordinary Member shall retire at the end of three years but shall be eligible for re-election.

To commit to five days per annum to attend TEG's quarterly meetings and the Annual General Meeting. Minimum attendance of two out of four quarterly meetings is required per annum. Additional tasks to support specific activity may be requested of ordinary members, however these are self-nominating.