



## **The Seabird Group Executive Committee Ordinary Member – Equity, Diversity, and Inclusion**

### **Position Description**

This is a 4 year role on the Executive Committee. As a member of the Executive Committee of The Seabird Group (a registered charity), the Ordinary Member (Social Media Manager) is formally a Trustee of the Seabird Group. This means that you share legal responsibility for governing The Seabird Group and directing how it is managed. You are legally obliged to act in The Seabird Group's best interests, responsibly manage the Seabird Group's resources and act with reasonable care and skill. The roles of a Trustee are as follows:

1. Ensure The Seabird Group is carrying out its purpose for public benefit (set out in the constitution)
2. Comply with The Seabird Group's governing document (the constitution) and with UK Charity Commission law
3. Act in The Seabird Group's best interest (avoid conflicts of interest)
4. Manage Seabird Group resources responsibly
5. Act with reasonable care and skill
6. Ensure The Seabird Group is accountable (comply with statutory accounting and reporting)

Acting with reasonable care and skill means making use of your skills/experience and seeking advice where appropriate and ensuring you give enough time and energy to your role. This includes endeavouring to attending all meetings and the AGM.

More on what it means to be a trustee of a charity:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

In addition to your duties as a Trustee, The Seabird Group Ordinary Member (Social Media Manager) has several specific duties associated with the role:

### **Lead on the Seabird Group's initiatives around equity, diversity, and inclusion. This includes::**

- Reviewing and updating the Equity, Diversity, and Inclusion position statement
- Lead on and track progress against actions in the Equity, Diversity, and Inclusion Action Plan, updating as necessary
- Engage with conference local organizers to ensure EDI is embedded in the conference and its programme
- Highlight new and emerging areas in the EDI space where the Seabird Group could and should play a role.
- Chair and convene the ad hoc EDI Working Group when appropriate.

### **Respond to key issues and events**

Advise on any EDI actions that may be needed as a result of current events.



### **Attend Seabird Group committee meetings**

The committee meets around once a month for ~1h, online.

### **Take part in working groups**

The committee sometimes forms working groups to focus on a particular issue (e.g., Equality and Diversity, Conference Planning, journal). The Ordinary Member is encouraged to join these as appropriate.

### **Participate in agreeing the allocation of Seabird Group Grants (twice/year)**

There are two research grant rounds, closing dates on 28/29<sup>th</sup> February and 31<sup>st</sup> October. All voting members of the executive committee review and rank the applications, ideally within 3 weeks.

### **Training and handover**

The current social media manager will provide a training session to go over all the current processes and a handover period where the responsibility will be shared for the period of a few weeks. If you have any question about the role don't hesitate to email the Seabird Group secretary ([secretary@seabirdgroup.org.uk](mailto:secretary@seabirdgroup.org.uk)) who will pass on your questions to our current Ordinary Member.