

This document outlines the various volunteer roles that Wiltshire Astronomical Society requires and expected duties.

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Chairperson

- To ensure that the Wiltshire Astronomical Society remains viable and represents the astronomical needs of the members of the society.
- To ensure, where possible the society meets the basic aims of the society, namely the promotion of astronomy within its area of influence, and helps new people to enjoy the hobby of astronomy.
- To ensure it meets any legal obligations when the public are engaged.
- Be the mouthpiece for the society, and introduce speakers at meetings.
- Maintain control of the meetings and society activities so all can benefit.
- See all roles within the society are being met, and helping cover where necessary.
- Signature for cheques
- Communication with committee or whole society as required.

Treasurer

- manage bank account and pay pal accounts
- generate/present annual accounts at AGM
- coordinate expenditure, FAS membership, Membership system, speaker expenses, meeting venue
- coordinate membership via membermojo system and collect monies, answer queries, manage renewals.
- At in-person meetings, collect hall/refreshments subs and keep records of attendance on the night.

Observing Session Coordinator

- Schedule Monthly Observing Evenings & Back-Up Evenings.
- Provide a programme to Members and those on the observing list via Mailchimp email.
- Each month issue an observing reminder to all those on the Observing List, using Mailchimp, about 3 to 4 days before the scheduled observing session. (this will contain a start time and location with a short paragraph on what might be seen).
- Provide an Observing Session ON/OFF email to those on the observing list, via Mailchimp by 4pm on the observing day.
- Maintain observing list in Mailchimp (this is normally automatic but sometimes needs manual intervention).
- Arrive at observing sessions early in case of early arrivals.
- Welcome newcomers to observing sessions.
- Help with setting up astronomy kit for those new to observing.

- Guide newcomers to the night skies pointing out major objects, stars and constellations, and answer questions.
- Answer observing email and Facebook queries from members and non-members.
- Help and attend Ad-Hoc observing evening when arranged.

Outreach Coordinator

- To take communication from outside clubs, schools and societies and organising representation/team as required to fit either school/society visits, viewing sessions. Ensuring sufficient resources and equipment are available, and helpers. School time visits to be covered. Coordination back with club society school etc.
- Health and safety risk assessment for sites where public and members involved and needing to carry equipment to arranged viewing site.
- Knowledge of topics to be covered and cub/scout/guides astronomers badge requirements.
- Arranging open public viewing sessions with liaison with observing session coordinator.

Hall & Supplies Coordinator

- Be point of contact for hall meetings with local warden, ensuing meetings are booked on online system.
- Access key store to open and close the hall venue.
- Provide supplies of tea, coffee, biscuits, fresh milk to hall meetings.
- Provide towels and washing up liquid for cleaning up.
- Bring projector and extension cable to meeting, set up and packing equipment and storing (at home).
- Expenses will be reimbursed by Treasurer.

Speaker Coordinator

- Ask members who they would like or which subjects
- Book a speaker and ask for subjects they have or one they would like to talk about.
- Confirm fees plus cover travelling costs.
- Would they need food or accommodation for the evening if coming long distances?
- If coming by train, meet at the station and food/accommodation etc.
- About three weeks before meeting, make sure they are still okay for meeting or we need to cover with another speaker.
- Post meeting, thank them for coming and talk etc.
- Put meeting in astronomy magazines and FAS.
- Busy time is around January to April getting speakers covered for new season.

Zoom Coordinator

- Manage zoom account and schedule zoom calls when required.
- Liaise with speaker, Chair and members regarding zoom meeting details at least 24 hours before session.
- Posting on social media accounts and inviting members and others to the session.
- This is also emailed to WAS List and IT coordinator to post of website.

Newsletter/Publicity Coordinator

- The current newsletter is possible much more than is needed. The bare bones would be an introductory page (best if written by Chair). A society page with list of meeting and speakers, Perhaps speaker/topic introduction. A what's up this month page and the back page could have viewing logs/ observing sessions details for the year.
- Sending to WAS list before meeting each month and web coordinator.
- General space news can be shared in in the Facebook pages or web page.
- Be available for local radio and/or newspapers (becoming less needed).
- Be aware that other societies and clubs use the newsletter too (though the demise of Beckington AS removes some of this).
- Act as point of contact for social media accounts.

IT coordinator

- Act as webmaster for society website
- Maintain web hosting, email hosting, domain renewals, SSL certificates for website.
- Maintain other IT online accounts, such as society gmail, mailchimp account, FAS membermojo account.
- Post updates to website for upcoming meetings and important notices