



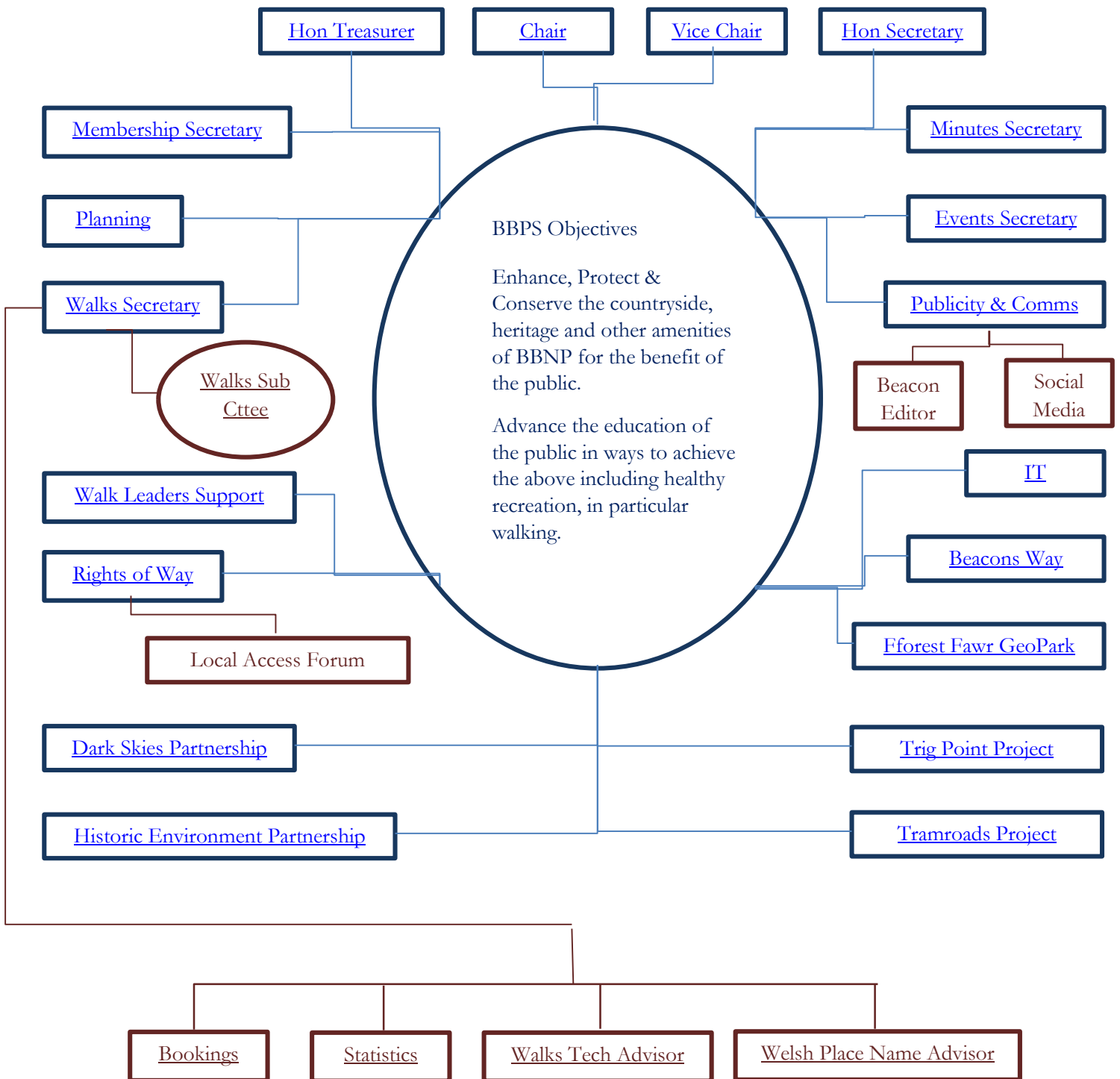
**Friends of the Brecon Beacons
Cyfeillion Bannau Brycheiniog**

Brecon Beacons Park Society Roles

16th January 2024

Brecon Beacons Park Society Structure Schematic

Ctrl and Click on the titles to be taken to the role description.



NOTE: Support/Continuity planning is for Ongoing support; planned absence, unplanned absence; conflict of interest; disaster (eg IT failure, fraud etc re disaster recovery plan)

1. [CHAIR \(Executive Committee Role\)](#)

Purpose: To facilitate/enable the Executive Committee to meet, discuss, make decisions and take action on relevant issues to meet the objectives of the Society and fulfil the requirements of the Constitution.

Duties & Responsibilities:

To set the agenda and chair Exec meetings ensuring they are accurately recorded; to chair AGM meetings

To meet and collaborate with the National Park Authority, the Alliance for Welsh Designated Landscapes, the Campaign for National Parks.

To produce and maintain the Strategy and Action Plan

2. [VICE CHAIR \(Executive Committee Role\)](#)

To deputise for the Chair in all respects.

3. [HONORARY SECRETARY \(Executive Committee Role\)](#)

Purpose: To facilitate the Executive Committee (includes Board of Trustees) to meet and for the AGM to take place, ensuring that the Society complies with the law and the Society's governing documents.

Duties and Responsibilities:

Support and advise the Chair ensuring the smooth functioning of the Executive Committee.

Organise dates and facilities for the Exec Committee and AGM meetings.

Organise the agenda and annual report for the AGM.

Maintain the Society's Charitable Incorporated Organisation status, updating the Charities Commission as needed.

Support/Continuity: By another member of the Executive Committee as needed.

4. [HONORARY TREASURER \(Executive Committee Role\)](#)

Purpose: To oversee the financial affairs of the Society and ensure they are legal, constitutional and within accepted accounting practice.

Duties and Responsibilities:

To present and oversee the Society's budget and annual financial statements.

To report on financial matters at the Exec meetings and the annual accounts at the AGM.

To lead the Exec to ensure proper accounting records are kept and financial resources properly controlled.

To lead in the development and implementation of financial reserves, cost management and investment policies.

To monitor and advise on the financial viability of the Society.

To advise on the financial implications of the Society's Strategic and Action Plan

To oversee the charity's financial risk-management process.

Support/Continuity: By designated member(s) of the Executive Committee as needed.

5. MEMBERSHIP SECRETARY (Executive Committee Role)

Purpose: To facilitate membership of the Society, by which means the Society obtains its income, ensuring all processes are in accordance with GDPR regs.

Duties and Responsibilities:

To be a first point of contact for membership applications and existing member queries, welcoming and advising new members on the Society activities, particularly the Walks Programme.

To maintain up to date records and statistics on membership for use in other Society management processes.

Support/Continuity: This role is presently undertaken by the Treasurer. Support and continuity provided by a designated member of the Executive Committee as needed.

6. MINUTES SECRETARY (Executive Committee Role)

Purpose: To accurately document the proceedings of the Exec Committee meetings and the AGM, ensuring that decisions, actions to be taken, and by whom, are recorded

Duties and Responsibilities:

To produce draft minutes with decisions and actions to be taken and by whom, of Exec Committee meetings and the AGM. Minutes to be drafted from in-person attendance and/or zoom recordings. To circulate draft minutes for comment by the Exec Committee within one week of the meeting and make any necessary changes.

To circulate final copy for approval at the next meeting.

To send the approved, signed copy of the minutes to the Honorary Secretary for publishing on the website and archiving in the drop-box.

To send a copy of the approved, signed minutes to any interested party who has requested them.

Support/Continuity: By another member of the Executive Committee available for the meeting.

7. EVENTS SECRETARY (Executive Committee Role)

Purpose: To organise events in line with the Society's Objectives for Members to regularly attend.

Duties and Responsibilities:

To organise, advertise and manage illustrated talks on subjects associated with walking, Brecon Beacons or the environment /landscape on an approximate 6-weekly basis.

To co-ordinate with the Guided Walks team and other members of the Executive Committee for walk related talks or other events.

To contact and arrange Speakers for talks and events.

To use the Bear Hotel as prime venue and consider alternative venues for members living elsewhere.

To advertise events on the Society's website and elsewhere, and ensure the website booking system operates efficiently.

Ensure the equipment needed for the events is fit for purpose.

Support/Continuity: Support by a member of the Society not necessarily on the Executive Committee.

8. WALKS SECRETARY (Executive Committee Role)

Purpose: To plan an ongoing programme of, where possible, four walks per week.

Duties and Responsibilities:

To liaise with active walks leaders reminding them of the deadline for offering walk into the WiP section on the website. Following up to deliver as full a programme as possible.

Check each walk that all the data has been input and is accurate.

Using a system such as Mailerlite, email members a summary of the walks for the following month, then put onto the website.

Liaise with walk Leader in the case of cancellation of the walk due to bad weather or sickness and contact those who have booked to walk. Update website.

Monitor system on an ongoing basis taking action as needed.

Support/Continuity: Provided by designated members of the Walks Sub-Committee

9. BOOKINGS

Purpose: To monitor the booking system availability and operation, and support booking by members and non-members as required.

Duties and Responsibilities:

Once a walk is open for booking, monitor the bookings and the working of the waiting list as the walk becomes full or cancellations are made.

When cancellations are made, liaise with the Walks Secretary to maintain an accurate list of walkers, and contact the walk Leader as appropriate.

Support/Continuity: Provided by designated members of the Walks Sub-Committee

Exec Lead: Walks Secretary

10. WALKS LEADERS' SUPPORT (Executive Committee Role)

Purpose: To organise training and equipment and generally provide support for Walk Leaders to ensure walks meet the standards set by the Society governance documents.

Duties and Responsibilities:

Maintain an up to date list of leader status and training, including all other relevant information needed to operate the walks programme.

Maintain a list of equipment including its condition and location; replace equipment as necessary.

Liaise with the Technical Advisor and organise the necessary leader training.

Attend new Leader Induction Days to meet new leaders and follow up with website information etc.

Accompany new Leaders on their first Walk

Support new and experienced leaders, providing advice and benefit of experience, particularly in a bad weather situation.

Organise and manage the Leaders' Day.

Handling travelling expenses claims

Support/Continuity: Provided by designated members of the Walks Sub-Committee

11. **WALKS SUB-COMMITTEE (Role filled by Society Member NOT on Executive Committee)**

Purpose: To support the Society in all matters related to the Walks Programme to fulfil the Society's objectives.

Duties and Responsibilities:

Discuss all matters related to the Walks Programme including advertising, delivery, training, diversity of walkers, self-guided walks etc and encourage interface with local businesses.

Agree actions as required and recommend these for approval by the Executive Committee.

Where projects have been approved by the Executive Committee, keep the Executive Committee appraised of progress.

The **CHAIR** of the Sub-Committee to be appointed by the Sub-Committee and will be a member of the Executive Committee unless otherwise agreed. Meetings to be held at least every 3 months.

Minutes to be taken, approved and signed-off by the Sub-Committee for reporting to the Executive Committee.

Exec Lead: Walks Secretary

12. **STATISTICS (Role filled by Society Member NOT on Executive Committee)**

Purpose: To compile statistics on Walks Programme related matters for identifying successes and areas where amendments or improvements could be made.

Duties and Responsibilities:

Compile statistics and analyse trends over relevant periods.

Report to the Executive Committee annually at the end of the walking year (30th November) unless requested at other times.

Support/Continuity: Provided by Walks Secretary or designated member of the Walks Sub-Committee

Exec Lead: Walks Secretary

13. **WALKS TECHNICAL ADVISOR (Role filled by Society Member NOT on Executive Committee)**

Purpose: To ensure Walks are carried out to the ? standards

Duties and Responsibilities:

To provide advice on Walks Leaders training, management of walks and safety of Leaders and walkers.

Support/Continuity: Walks Technical Advisor and Walks Secretary to identify successor.

Exec Lead: Walks Secretary

14. WELSH PLACE NAME ADVISOR (Role filled by Society Member NOT on Executive Committee)

Purpose: To ensure all place names in the Walks Programme are published accurately in Society documents.

Duties and Responsibilities:

To provide advice on the correct name and spelling for all place names published in the Walks Programme and other Society Documents

Support/Continuity: Contact another member of Cymdeithas Enwau Lleoedd Cymru / Welsh Place Names Society

Exec Lead: Walks Secretary

15. RIGHTS OF WAY LEAD (Executive Committee Role)

Purpose: By liaising with Society Members and the NPA, to advocate for rights of way footpaths to follow the permitted route, are correctly marked on the map, are unimpeded, and meet the needs of the public for which they are designed.

Duties and Responsibilities:

Receive reports of ROW issues from members (and non-members).

Confirm location by reference to the BBNPA definitive map. Liaise, if necessary with reporter to clarify problem. If required, visit or enlist help of volunteer to visit site.

Refer matter to BBNPA

Receive notifications from BBNPA of matters impacting on ROWs. Précis the notification and publicise it on Society website, inviting members to contact me for full report.

In 1 and 4 above, consider if it would be helpful to notify Leaders separately.

A week before EC meeting, send EC members a report of matters that have arisen since last report and invite comment/questions.

Prepare an annual report

Support/Continuity: Provided by another member of the Executive Committee or a designated member of the Society as needed.

16. PLANNING OVERSIGHT (Executive Committee Role)

Purpose: To have oversight of planning applications and other planning issues within and adjacent to, the Brecon Beacons National Park, formally responding where the matter is relevant to the Society's objectives.

Duties and Responsibilities:

To maintain general awareness and understanding of planning issues within and adjacent to the Brecon Beacons National Park using Exec Committee Member knowledge where available

Review and respond to planning applications, the Local Development Plan and other planning issues, liaising with relevant bodies as appropriate.

Report at Executive Committee meetings.

Support/Continuity: The role is shared

17. COMMUNICATIONS & PUBLICATIONS SECRETARY (Executive Committee Role)

Purpose: To communicate with members and the public to ensure that the work of the Society is recognised and valued, and by this means the second objective of the Society is also met.

Duties and Responsibilities:

Issuing press releases as required.

Preparing quarterly online newsletter for membership.

Preparing promotional material and attending publicity opportunities.

Liaising with BBNPA communications team and CNP.

Liaising with the Beacon editor and supplying articles.

Support/Continuity: Provided by another member of the Executive Committee as needed.

18. IT LEAD(Executive Committee Role)

Purpose: To ensure the Society's IT meets its operational needs.

Duties and Responsibilities:

Oversee the Society's IT systems to ensure they are fit for purpose.

Responsible for managing the relationship with the website support service.

Support/Continuity: This role is presently undertaken by the Honorary Secretary and supported by a designated member of the Executive Committee

19. SOCIAL MEDIA (Executive Committee Role)

- ROLE NOT FILLED

Purpose:

Duties and Responsibilities:

20. THE BEACON EDITOR (Role filled by Society Member NOT on Executive Committee)

Purpose: To produce a Winter and a Summer edition of The Beacon, reflecting the National Park and the Societies activities, specifically for the Society Members but also as a means of advertising for the Society.

Duties and Responsibilities:

To liaise with the Communications & Publications Secretary to receive articles.

To edit and compile articles and photographs to produce a 32 page, or thereabouts, booklet.

To liaise with the publishers and the Comms & Publication Secretary for publication and distribution.

Exec Lead: Communications and Publications Secretary

21. FFOREST FAWR GEOPARK MANAGEMENT (Role filled by Society Member NOT on Executive Committee)

Purpose: To maintain and enhance the Geopark's UNESCO status

Duties and Responsibilities:

To attend and contribute to the Geopark Management Group meeting 3x per year, contributing to the meeting including feedback and other comments from the Executive Committee.
Support the Geopark Festival by co-ordinating and advertising walks

Exec Lead: Walks Secretary

22. BEACONS WAY (Role filled by member of Executive Committee)

Purpose: To liaise with BBNPA to enhance the Beacons Way as a flagship route in the National Park

Duties and Responsibilities:

To collaborate with BBNPA to survey and record the Beacons Way condition with a view to reinstating it as the premier long distance footpath within the Park.
To identify ways in which, through further development, the Beacons Way could contribute to the broader aims of the Society's Strategy and Action Plan and Y Bannau – The Future, BBNPA's management plan

Support/Continuity: The role is shared

23. DARK SKIES (Role filled by member of Executive Committee)

Purpose: To ensure retention of the BB National Park International Dark Sky Reserve status and advance the "Wales Dark Sky Nation" ambition.

Duties and Responsibilities:

To attend to the BBNP Dark Skies group meetings, to include contributing to the IDA Annual Report submission.
To ensure implementation of the National Park Management Plan Dark Sky Policy.
To contribute to the Wales Dark Sky Nation group.

Support/Continuity:

24. TRAMROADS & TRIG POINT PROJECTS (Role filled by member of Executive Committee)

Purpose: Safeguarding their heritage and sustaining the tramroads as routes for walking.

Duties and Responsibilities: Work with BBNPA, Cadw, Archaeological Trusts and Canals and Rivers Trust, to secure the future of historic tramroads and the future of Trig Points within the National Park.

Support/Continuity: The role is shared.

25. BRECON BEACONS HISTORIC ENVIRONMENT PARTNERSHIP (Role filled by member of Executive Committee)

Purpose: To protect and celebrate the Historic Environment of the National Park for the public benefit it brings, supporting and informing the development of sustainable futures and green recovery.

Duties and Responsibilities:

To attend meetings of the core group, updating when needed and contributing towards implementation of the Historic Environment Action Plan.

Considering how these actions can be incorporated into the BBPS Action Plan

Support/Continuity: This role is presently undertaken by the Chair.

26. CPRW & CMS (Role filled by member of Executive Committee)

Purpose: To gain further information on issues related to BBPS objectives and, if appropriate, how BBPS may liaise and collaborate.

Duties and Responsibilities:

To attend meetings of the two societies when possible and report back to Executive Committee meetings on relevant issues.

27. LOCAL ACCESS FORUM (Role filled by member of Executive Committee but as an individual not as a representative of the Society – LAF protocol)

Purpose: To gain further information on access issues related to the BBNP

Duties and Responsibilities:

To attend meetings when possible and report back to the Executive Committee, acknowledging that the LAF does not recognise the attendee as a Society representative.

Table of Brecon Beacon Park Society Roles and Member Responsibility

Role	Role Lead	Exec Lead	Support/Continuity
Honorary Chair	Martin Buckle	Martin Buckle	Vice Chair
Honorary Vice Chair	Janet Callear	Janet Callear	Jim Wilson
Honorary Secretary	David Thomas	David Thomas	Derek Thomas /Another Exec member as needed ¹
Honorary Treasurer	David Burden	David Burden	Martin Buckle & David Thomas, Derek Thomas
Membership Secretary	David Burden	David Burden	Derek Thomas
Minutes Secretary	Sue Hoddell	Sue Hoddell	Another Exec member as needed
Events Secretary	Alun Flynn	Alun Flynn	<i>Support from membership needed</i>
Walks Secretary	Iau Counsell	Iau Counsell	Cathy Goodwin, Jenny Cann
Walks Booking	Iau Counsell	Iau Counsell	Cathy Goodwin, Jenny Cann
Walks Support	Iau Counsell	Iau Counsell	Another Sub-Committee member
Walks Sub-Committee	Chair - Jenny Cann	Iau Counsell	Phil O'Shea
Walks Statistics	Clive Counsell	Iau Counsell	Iau Counsell
Walks Technical Advisor	Allan Gibbs	Iau Counsell	Allan & Iau to identify successor
Welsh Place Name Advisor	Martin Rees	Iau Counsell	Another member of Cymdeithas Enwau Lleoedd Cymru / Welsh Place Names Society as first point of contact if needed.
Rights of Way	Phil O'Shea	Phil O'Shea	Roy Manning (Angela Morgan (West), Helen Fletcher (Central), and Frank Scott (East) to inspect the site of an ROW issue if necessary)
Planning Oversight	Liz Gibbs, Kathryn Silk	Liz Gibbs, Kathryn Silk	Not needed since shared role
Communications & Publications	Katherine Jordan	Katherine Jordan	Another Exec member as needed
Website & Zoom	David Thomas	David Thomas	Derek Thomas
Social Media	ROLE NOT FILLED		
The Beacon Editor	Chris Barber	Katherine Jordan	
Fforest Fawr Geopark	Dilys Harlow	Iau Counsell	Another Exec member as needed
The Beacons Way	Sue Hoddell, Phil O'Shea	Sue Hoddell, Phil O'Shea	Not needed since shared role

Dark Skies Partnership	Jim Wilson	Jim Wilson	Ruth Coulthard (non-Exec member of BBPS and member of Dark Skies Board)
Tramroads	Roy Manning, Richard Chandler	Roy Manning, Richard Chandler	Not needed since shared role
Trig Points	Roy Manning, Richard Chandler	Roy Manning, Richard Chandler	Not needed since shared role
Historic Environment Partnership	Martin Buckle	Martin Buckle	Roy Manning
Collaboration with :			
BBNPA	Martin Buckle, Jim Wilson, Janet Callear	Martin Buckle	Not needed since shared role
AfWDL	Martin Buckle, Jim Wilson, Janet Callear	Martin Buckle	Not needed since shared role
CNP	Martin Buckle, Janet Callear, Katherine Jordan	Martin Buckle	Not needed since shared role
CPRW	Jim Wilson	Jim Wilson	Martin Buckle/ Janet Callear
CMS	Jim Wilson	Jim Wilson	Martin Buckle/ Janet Callear
Local Access Forum ²	Phil O'Shea	Phil O'Shea	