



## Council Portfolios

**Strategic Direction** (chairing Council and EGM/AGM; developing vision, collective priorities and strategy, consensus-building; ensuring statutory governance; securing institutional partnerships, initiating tours to historic sights, cultural advocacy; engaging speakers; coordinating overall ODCA performance; reporting)

**Registrar/Secretary** (Acting as Company Secretary; submitting returns in accordance with relevant legislation; keeping summary records of agreements at Council meetings, and EGMs/AGMs; engaging outreach to members/applicants, receiving and assessing membership applications/renewals; ensuring registration for ODCA events *in situ*; dealing with regular correspondence; securing of archives/assets)

**Event management:** (securing premises for events, ensuring welcome/briefing kits and name tags for events; being event focal point for visitors/guests, ensuring reception/ hospitality, protocol when needed; equipment for Zoom projection, recording; any audio-visual aids/powerpoint, music; travel and transport logistics)

**Finance** (preparing ODCA annual budget, preparing estimates for planned activities; managing grant money; tracking expenditures, dealing with eventual auditors, reporting to AGM; securing public liability insurance cover; co-signatory for bank account)

**Treasury** (opening an OCDA bank account; creating an accounting system; collecting membership fees, donations, sponsorship payments; arranging payments and keeping accounts, co-signatory for bank account etc)

**Partnerships** (identifying, outreach and engagement with potential sponsors, companies, corporation; assistance with fund-raising and obtaining of grants/donations; developing ideas for joint activities)

**Communications** (eventual website management; dealing with media, publicity, inviting journalistic coverage, organising press coverage/interviews; identifying and addressing any issues of ODCA reputation management/public image; data management and compliance with EC/GDPR)

**Genealogy** (guidance on sources, standards of proof, degrees of plausibility, importance of corroborating evidence, heraldry and cultural heritage, significance of oral histories, folklore, deepening of research, peer-review, publications)