



# **The Fire Brigade Society**

## **Handbook for Appointed Officers and Volunteers**

**Issue 1 May 2018**

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## **(1) INTRODUCTION**

The Handbook for Appointed Officers and Volunteers is provided to give formal information and advice for appointees, both seasoned and new, on the operation of The Fire Brigade Society (The Society / FBS).

Notwithstanding the fact that officers are volunteers, because the FBS accepts membership subscriptions and formally offers 'services' for subscriptions, we must respect this and ensure that within reasonable practicality what is offered is delivered.

The Society's credibility depends on our organisation strongly reflecting the professional, structured and regulated organisations with which we interact.

A formal structure is also important due to the legislation that abuts all aspects of our daily lives.

This Handbook, and the Role Descriptions within it, are intended to address The FBS commitments in a structured consistent manner without detracting from the aims of The Society and the fact that we are an organisation managed and operated by volunteers.

Please note that where sections are headed 'Mandatory' they must be complied with in full.

The aim of this Handbook is to cover the majority of situations or matters officers and other volunteers will encounter and to outline The Society's approach on such. However, if you encounter something not covered, or wish to seek advice / guidance on a matter, please consult the lead officer in your Unit (in the majority of cases this will be The Events Manager) or consult the lead in the appropriate Unit (The Role Descriptions details individual Officer's responsibilities).

## **(2) APPOINTED OFFICERS AND VOLUNTEERS**

Officers are appointed as required, and as defined, in The Society's Constitution.

Members can volunteer, and be assigned as a volunteer, to help an Appointed Officer and it is that Officer's responsibility to instruct and guide a volunteer and ensure compliance with the provisions appertaining to the task in The Society's Constitution, Membership Rules, Data Protection and provisions in the Handbook for Appointed Officers and Volunteers

Officers should only discharge those duties defined in their Role Description. Members should be guided to the relevant Unit for all matters which are not part of an Officers role.

## **(3) VULNERABLE MEMBERS**

Officers and volunteers must take account of the needs of, in all FBS activities, those in our membership who are less able or potentially vulnerable, insofar as is reasonably practicable.

A Junior Member must be accompanied by an identified Associate Member, or Member, on Society visits or other events.

Officers and volunteers should avoid inappropriate relationships with vulnerable members. This provides a 'two way' protection against unacceptable activity and unfounded accusations.

## **(4) CONSTITUTION & MEMBERSHIP RULES**

Members who become officers and volunteers are expected to lead by example with regards to the provisions of the Constitution and Membership Rules and to uphold the reputation of the FBS through their conduct on visits and their dealings on behalf of The Society.

## **(5) DATA PROTECTION - MEMBERSHIP INFORMATION**

### **ALL THE CONTENTS OF THIS SECTION ARE MANDATORY**

As an Officer, or Volunteer, you may be party to confidential or sensitive information about Society activities, or personal details of members.

The Society takes the handling and security of personal details of members very seriously.

You will be aware that the way personal details are handled by organisations is vigorously regulated, non-compliance and breaches can have very serious implications.

The personal details you will be supplied with of members (contact details) will only be those for you to carry out your role.

The Society does not produce membership lists.

When updating and processing stored membership data ensure this is done offline wherever possible to minimise the chance of the data being 'hacked'.

All Officers and volunteers must comply in full with the requirements of The Society's Data Protection Statement, a current copy of which is available for download from The Society's web site.

To emphasise key requirements.

Officers or Volunteers must not disclose any member's details to a third party.

Any request for a member's contact details should be handled as follows:

Permission should be sought (may be formally) for the third party's contact details to be passed to the member.

OR

Contact the member for permission (may be formally) for you to pass the members contact details the third party.

It is stressed that any request regarding members, other than contact details, must be referred to the Membership Secretary.

When using electronic circulation for items using email addresses, this must be carried using the 'blind carbon copy' facility. this will prevent email addresses being released to a third party.

For access to some sites included in visits, members will have to provide personal information to facilitate security clearance. This information must be handled by the organisers and hosts in a confidential manner and in accordance with current Data Protection Regulation.

At the conclusion of visits entailing additional details regarding members, and no later than one year after the visit, these details must be removed from electronic devices and hardcopy containing member's details sensitively destroyed (shredded or similar), those on the visit being advised that this has been carried out.

At the end of The Society year, any membership details held by geographical / regional Officers will cease to be current. Caution must be exercised with the use of such details for the operation of The Society and should only be used after consultation with the Membership Services Unit.

Officers and volunteers must comply fully with instructions issued at the end of each Society year, and on ceasing office, concerning membership details held geographically / regionally.

The Membership Services Unit is the lead (Responsible Officer) on data protection matters to which all enquiries should be directed.

## **(6) INFORMATION TECHNOLOGY**

### ***General:***

To facilitate seamless communication, especially at the time of changes of Officers, and where there is a need Officers are issued with a 'corporate email address'.

These email addresses are the preferred means of electronic communication involving The Society, especially when communicating with other outside parties e.g. fire and rescue services.

It must be remembered that electronic communications from non-FBS Email addresses should carry the FBS Email Disclaimer (FBS 009), where they concern Society business.

In Social media, Officers must be guarded not to involve The Society in a 'negative fashion' and under no circumstances should Officers involve The Society in any Social media communications involving fire and rescue services.

Where possible the advantages of using electronic media should be embraced. However, caution concerning content must be carefully considered before issuing documents this way.

Members are encouraged to engage with The Society by the use of Society Email addresses

***fbs gmail:***

fbs gmail addresses are issued to an individual officer and they are **STRICTLY** for the use of that officer only.

The associated password must not be given to anyone and must be kept secure at all times.

If it is discovered, or suspected, that a password has been compromised, this should be reported to the Web Manager (FBS Information Technology Unit) without delay.

The password supplied must not be changed. Password changes will only be carried out by the Web Manager to whom all password change requests should be made.

Users must not change any component of the 'recovery system, e.g. the recovery phone number, even if prompted to do so. All matters regarding recovery should be referred to the Web Manager

When logging on to an fbsgmail account for the first time, it is recommended that this is carried out on a device and IP address that access will normally be made from. (e.g. home computer)

Mail sent from fbsgmail addresses will automatically carry the FBS Email Disclaimer (Form FBS009) at the foot of the mail.

Relevant Officers will be notified of routine password changes made by the Web Manager.

For security reasons an fbsgmail address and its associated password will be notified to the relevant Officer by two separate means, e.g. one component by email and the other component by text to the officer's mobile phone.

**(7) CORPORATE STANDARDS & CORRESPONDENCE**

***General:***

The corporate standard is how we are perceived by the membership and beyond. This standard must be maintained and where set, not altered or augmented in any way.

***Stationery:***

The Society's corporate headed paper and acknowledgement slips are available from the Distribution Manager. If electronic versions are employed they must replicate the originals.

***Correspondence:***

All external correspondence must be on The Society's corporate headed paper.

***Fonts:***

The Society's standard font is arial, font size 10 for all publication, up to a maximum of size 12 for other uses and for formal external correspondence.

***Acknowledgement of Correspondence:***

Correspondence, in any format, to The Society should be acknowledged within 21 days of receipt. Where a response may be delayed, the originator of the correspondence should be suitably advised.

***Retention of Correspondence:***

Copies of formal correspondence, in any format, must be retained for one year, and be available for inspection if required. Contentious correspondence may need a longer retention period and for guidance in these circumstances Officers should consult the Unit's representative on the Executive Supervisory Board.

## **(8) FINANCIAL**

### **ALL THE CONTENTS OF THIS SECTION ARE REQUIRED UNDER THE CONSTITUTION**

Officers and volunteers must comply in full with the financial requirements of the Constitution.

All visits and local meetings must be 'self-financing' in that all costs must be recovered from those attending unless agreed by the Executive Supervisory Board at least two months in advance

Each Operational Unit works to an agreed budget as in that Unit's agreed Operational Plan.

Officers must seek authority from their Unit's representative on the Executive Supervisory Board for any expenditure on behalf of The Society.

It should be noted that those 'services' provided for members in the Role Descriptions that have cost implications must not be exceeded, unless agreed by the Executive Supervisory Board at least three months in advance, as departure will have financial implications.

Unit representative(s) on the ESB are mandated to work fairly, reasonably and in an even-handed manner with Officers and volunteers in the unit assigned to them with regards to budgets / finance.

The Finance Unit will detail annually in its Operational Plan the relevant mileage rate for travel expense claims, etc., and any queries in these matters should be addressed to this Unit.

No overnight accommodation claims will be accepted unless authorised by the Executive Supervisory Board, via the Units representative on the Board, at least 2 months prior to the stay.

Claims for long distance train bookings (and very exceptionally flight bookings) will not be accepted unless authorised by the Executive Supervisory Board, via the Units representative on the Board, at least 2 months prior to the travel.

'Car sharing 'by Officers to meetings, etc., even for parts of a journey, is strongly encouraged.

All post should be sent 'second-class', other than for very urgent communications.

As it is essential to determine the true costs of running The Society, any 'benefit in kind' must be identified, costed and advised to the Financial Unit as a 'donation'. An example of 'benefit in kind' is where an employer allows the use of a photocopier and materials for Society use.

All Society reimbursement claims must be made on Form FBS007. Claims should cover the maximum of a quarterly period of The Society's financial year.

The Society's claim schedule is:

<b>QUARTER ENDING</b>	<b>PERIOD COVERED IN SOCIETY YEAR</b>	<b>CLAIM DATE</b>
<b>JUNE</b>	<b>11TH MARCH TO 10TH JUNE</b>	<b>10TH JUNE</b>
<b>SEPTEMBER</b>	<b>11TH JUNE TO 10TH SEPTEMBER</b>	<b>10TH SEPTEMBER</b>
<b>DECEMBER</b>	<b>11TH SEPTEMBER TO 10TH DECEMBER</b>	<b>10TH DECEMBER</b>
<b>MARCH</b>	<b>11TH DECEMBER TO 10TH MARCH</b>	<b>10TH MARCH</b>

Note: This schedule is to allow a timely check on spending against budget and to facilitate preparation of quarterly reporting in accordance with The Fire Brigade Society Year and Activity Planner (Appendix A).

Claims **MUST** be made within 14 calendar days of the quarter's nominal end date.

Claims not proper to that quarter are unlikely to be entertained unless authorised by the Executive Supervisory Board at least two months in advance.

Officers should send completed Form FBS007 to the Treasurer via the Officer's assigned Unit's representative on the Executive Supervisory Board (in the majority of cases this will be The Events Manager).

Executive Supervisory Board members should send completed Form FBS007 direct to the Finance Unit (Treasurer).

To reduce bank charges, Officers are request to provide the Finance Unit (Treasurer) with bank details to enable electronic reimbursement of claims (account number and sort code).

## **(9) SOCIETY ASSETS**

Where an Officer hold any asset(s) of The Society, details must be recorded in the Asset Register by completing form FBS013 and sending this to the Officer that represents your Unit on the Executive Supervisory Board.

If an asset is transferred to another Officer, the officer that represents your Unit on the Executive Supervisory Board should be advised. The recipient of the asset should then complete form FBS013 and send this to the Officer that represents that Unit on the Executive Supervisory Board.

## **(10) ANNUAL OPERATIONAL PLANS**

### ***Introduction:***

Each Operational Service Unit will be responsible for its own operations. It will set and manage its own budget, after discussion and agreement within the Executive Supervisory Board. The Annual Operational Plans of all the Operational Service Units, for the following year, will be put to the membership, as a composite document, for a formal vote. The result will be announced at the AGM. This approach to forward planning and budgeting is an essential to match service for members to available finance and to secure a democratic mandate from the membership.

It will be the responsibility of Unit Officers on the Executive Supervisory Board to compile the Operational Plan, and provide updates reporting progress against the Operational Plan, this requirement being indicated in the relevant Role Description. However, other Officers will be called upon to provide information to formulate the Operational Plan.

### ***Timing:***

To enable efficient discharge of duties, the presentation of reports for members and preparation for the AGM, it is essential that certain actions are time-scaled throughout each financial year. The Fire Brigade Society Year and Activity Plan (Appendix A) details the time-line for The Society's financial year and the key activities. The requirements of The Fire Brigade Society Year and Activity Planner must be complied with in full.

### ***Layout:***

Annual Operational Plans should concisely detail the entire requirements to deliver the functions of the Unit. To enable this, and to enable benchmarking between the Units, especially at the time of budget evaluation, setting a standard layout is required as follows:

### ***Introduction:***

This should state the clause(s) in the Constitution regarding 'approval to spend on behalf of The Society'.

### ***Review of the previous year's operational plan:***

This should detail what was delivered in the previous Society year and whether it was in-line with the plan, especially with regards to budget. Reasons for departures from the Plan should be provided.

### ***Finance:***

This should detail finance required to deliver the Units aims including expenses and other costs. This is best expressed in chart format under the headings 'previous budget', 'actual out-turn', and 'budget required for next year'.

### ***Programme:***

The Annual Operational Plans should detail when main facets of the Plan will be delivered including items that may limit the Plan.

### ***Approval:***

The Annual Operational Plan will conclude with a statement of what approval is sought for and a request that the following budget identified is 'ring-fenced'

**Size:**

A Units Operational Plans must not exceed two sides of A4 paper.

**Updates:**

Each Operational Service Unit will provide for the membership brief quarterly progress reports against the Operational Plan, which must not exceed one side of A4 paper. Other Officers reporting to that unit will be called upon to provide information to formulate these updates.

**(11) VISITS, EVENTS and MEETINGS**

The word '**visit**' in this document should also be read as '**events**' and '**meetings**'.

**General:**

Arranging visits to fire and rescue services and related organisations is a part of the "service" offered to members of The FBS and attendance at such events must be open to all members. Restricting the number of members on a visit (other than to accord with formally presented requirements placed on The FBS by the host, which the Executive Supervisory Board must be advised of via the Events Manager) can only be done on the grounds of the welfare, health and safety of those attending and must be ratified by the Executive Supervisory Board at least two months in advance of the visit.

The Membership Rules set the standards that members must comply with to make visits disciplined, safe and enjoyable for all. Those attending a visit / event should remember that they are ambassadors for The Society, to the host and the general public; particularly those living at, working at or passing a visit location.

On the majority of visits the number of members attending will not present a problem. However, if numbers have to be restricted for the reasons outlined, there is no objection to members from the host region being accorded priority, provided the arrangements for this are fair and transparent. The following general advice is offered to visit organisers, who will normally be the geographical / regional Administrator.

**Visit Leader:**

This will normally be the Administrator of a Geographical / Local Operational Unit, but it is strongly recommended that one, identified to those on the visit, FBS officer is required for every 25 members attending a visit / event.

**Itinerary:**

In planning a multi-station visit the organiser should ensure that the programme can be safely achieved in the time allocated.

It is important to allow time for interaction with the hosts' personnel and where necessary time for detailed viewing of a specific item. (e.g. a new vehicle, etc.)

On national / international Society Visits members are to be transported from site to site by coach. Consideration for using coach / minibus transport for geographic / regional visits is strongly recommended. However, where members use their own transport on a visit, safe transit between sites is their own responsibility, though encouraging car sharing can enhance both The Society's environmental credentials and overall safety for all by reducing the number of vehicles. Having a visit itinerary which starts and ends in adjacent stations will help encourage car sharing although brigades may not wish to have members cars left on station during the visit so permission may need to be sought for this.

Where cars are used the organiser should provide those attending with the full address of the locations to be visited. Postcodes of stations are also useful for members to use with their satellite navigation systems. It is not recommended that maps are photocopied as this may put you, or The Society, in breach of copyright. However, a simple sketch map or text description of the route should suffice.

In order to confirm the feasibility of a visit itinerary, and identify any potentially difficult locations, an organiser is advised to consult internet based journey planners, local knowledge and the knowledge of members in the locality.

At the planning stage, it is not unreasonable to decide to omit a location where it may be unsafe to undertake photography due to space, visitor numbers or any other limitations.

If a 'dry run' is carried out before proceeding with final arrangements, the cost of this must be allocated to the visit and recovered from those attending the visit, though this must be under financial control and be accountable.



Successful visits have been based on allowing about 30 minutes for a one pump station and by increasing that by around 10 minutes per additional appliance at larger stations. (This is a guideline; there may be vehicles / other items / or circumstances, at some locations that require a longer "slot"). Additionally a 10 minute allowance should be made where a station line-up is to be included. Adequate time must be left for driving between stations so that members do not feel they have to abuse road traffic laws, or drive unsafely, to keep up with the visit timetable.

It is strongly recommended that a suitable location for a lunch break is identified and that time for such a break is incorporated into the day's programme. A break can also be useful for 'catching up' if the timetable is falling behind the planned schedule.

An initial, formal, written, approach to the service to be visited seeking confirmation that the visit can proceed (a draft request letter is attached) should outline the proposed itinerary and specify any particular appliance(s) members want to see. If the organiser feels that access, parking or general safety at a location is questionable, he / she should consider asking if the appliance(s) from that station can come to a more suitable venue / location in the itinerary.

### ***Start of the Visit:***

All members must sign the FBS Visit Register on arrival, be allocated a FBS pass and the pass and membership number recorded on the register. The currency / validity of the membership card must be checked and then located in the pass pocket. (See the mandatory Registration and Security Procedure for Visits, Events and Meetings in this Handbook)

The organiser should maintain a nominal roll throughout the visit, detailing members joining and leaving.

Before commencing the visit, it is mandatory that the organiser must assemble all those attending and brief them on the itinerary and reiterate The Society Rules applicable to visits.

Notwithstanding that it is the host's duty to address Health and Safety for visitors to their site(s), Health and Safety issues must also be covered in this briefing, which should include instructions on action to be taken by members in the event of a turnout (The Society's good name could be seriously tarnished by an accident in any unseemly rush to the front of a fire station in the event of an alarm). (See Visit Health & Safety Aide Memoire List FBS012)

Identify that fire station drill yards are working areas. Care should be exercised when parking, with particular attention given to the possibility of retained personnel arriving at a station in response to a call out (see below for further information). Where space in drill yards is limited, organisers should identify convenient parking areas, including public car parks, which should be used (it is not unreasonable to expect members to use car parks where circumstances dictate). The initial briefing should include a reminder to members that photography should be completed before individuals approach vehicles.

### ***Junior Members:***

Junior Members must be accompanied by an Associate Member, or member, who is responsible for them and this should person be clearly indicated on the register.

### ***Photography:***

An Appliance Marshal will be appointed for all visits where photography will take place, and this person must be identified to all attending. The Appliance Marshal must wear a fluorescent jacket and will liaise with drivers to position appliances. Members should direct all requests about the positioning of vehicles to the marshal who will endeavour to place the appliance in a safe, pleasing position allowing a rapid turnout to be achieved with minimal vehicle movement for the best photography opportunity. The host brigade is likely to provide a station crew member for reversing and manoeuvring, Society members should only assist in this task if requested to do so by the driver and only if suitably qualified.

Our host on a visit may apply conditions on what can be photographed, where photography may take place and the subsequent use of photographs taken. The organiser must make all members attending the visit aware of such conditions, formally in visit paperwork if necessary. It is also wise that the organiser makes the Editorial Team aware of such conditions so they can take the necessary action regarding items submitted for publication.

### ***During the Visit:***

It should be stressed to members that they should not wander off uninvited around fire stations / fire service premises, etc., nor interfere with any equipment. Private property adjacent to a fire station must be respected and should not be entered for any reason, including the taking of photographs.

As noted in the start of visit briefing, members should be made aware of what to do in the event of a call out. They must not take any action which compromises the safety of other members, fire brigade personnel or members of the public and must not in any way disrupt or to delay the turnout. Should they wish to photograph or film the turnout, they must make their way to the front of the station in an orderly manner (not running at any point or crossing in front of the machine). Action may be taken against any member found in contravention of this guidance.

Occasionally, certain sites visited may necessitate suitable footwear and / or the wearing of a fluorescent jacket. Such requirements should be made clear in the visit paperwork.

***After the Visit:***

A draft "thank you" letter is attached and one should be sent to the CFO of the host brigade as soon as possible after the visit.

**(12) REGISTRATION AND SECURITY PROCEDURE FOR VISITS, EVENTS AND MEETINGS**

**ALL THE CONTENTS OF THIS SECTION ARE MANDATORY**

***Introduction:***

The following mandatory procedure is to operate on ALL Society visits, events and 'meetings'. The word 'visit' in this document should also be read as 'events' and 'meetings'.

The procedure ensures that a formal auditable trail of members on Society visits is maintained, which can be made available to our host(s), as well as providing a visual record of members on a visit. The procedure should alleviate the need to 'sign in and out' of sites at the majority of visit venues.

The visit register is a standard, issue controlled form, *FBS005 - VISIT ATTENDANCE REGISTER*, the format of which must not be altered without the formal authority of the Executive Supervisory Board.

Whilst on Society visits, ALL Society members will wear a numbered, trackable to the visit register, security lanyard / pocket (PASS) indicating they are a 'FIRE BRIGADE SOCIETY VISITOR', with their current membership card also located in the pocket. The security lanyard / pocket will be issued / collected back on a daily basis by the relevant Administrator, or a member formally appointed by him / her.

***Responsibilities:***

Passes are an asset of The Fire Brigade Society and are recorded in the Asset Register against the Administrator of a Geographical / Local Operational Unit.

It is the Administrator's (local) responsibility to keep secure, manage the use of, and audit passes, as well as recover any passes retained by members. It is incumbent on the Administrator holding the Visit Pack to ensure that it is made available to other Officers in their Geographical / Local Operational Unit running a visit or event. Passes (and fluorescent Photographic Marshall's Jackets) must be returned to the container supplied after use and be kept secure on visits. Lost or damaged passes must be documented and reported to the Events Manager without delay.

The completed register will be copied to the host's Liaison Officer (as required) and The Society's Events Manager within 28 days of the visit. The Administrator of a Geographical / Local Operational Unit and The Society's Events Manager will retain their copies of the register for a minimum of three years from the date of the visit.

Registers over two years from the date of the visit should be effectively destroyed (e.g. shredded).

Passes (and fluorescent Photographic Marshall's Jackets) issued to Geographical / Local Operational units will not be used for national Society events, e.g. AGMs, National Visits, etc. These will be provided by the Events Manager.

On leaving office the holder of the Visit Pack (passes and fluorescent Photographic Marshall's Jackets) must ensure they it is passed to their successor and a new *FBS013 - ASSET REGISTER FORM* completed, or returned to the Events Manager.

## VISIT PROCEDURE AIDE MEMOIRE

(1) ALL MEMBERS SIGN THE REGISTER ON ARRIVAL, ARE ALLOCATED A PASS AND THE PASS NUMBER IS RECORDED ON THE REGISTER. THEIR CURRENT MEMBERSHIP CARD MUST BE CHECKED AND LOCATED IN THE PASS POCKET.

(2) ALL MEMBERS THAT LEAVE A VISIT BEFORE ITS CONCLUSION SHOULD HAVE THEIR PASSES COLLECTED AND THEIR NAME RECORDED ON THE REGISTER WITH THEIR DEPARTURE TIME.

(3) A SEPARATE REGISTER MUST BE COMPLETED FOR EACH DAY OF A MULTI-DAY VISIT.

(4) ALL PASSES MUST BE COLLECTED AT THE END OF THE VISIT.

(5) PASSES MUST BE ISSUED AND COLLECTED EACH DAY ON MULTI-DAY VISITS.

## (13) NEWS REPORTS FOR FIRE COVER, NEWSLETTER, WEB NEWS, PRESS AND MEDIA: APPROACHES

**General:** Fire Cover, Newsletters and the website are valuable windows on The Fire Brigade Society and their standard is how we are perceived by the membership and beyond.

Fire Cover and geographical / regional newsletters are Society publications and are produced under the legal conditions published on page 1 of every Fire Cover and are available on the web site.

It should be noted that these items collectively are where the majority of The Society's income is spent. These items are subject to agreed budgets and therefore the limits set should not be exceeded.

If it is intended to publish images of people in a 'non-public environment', authority to publish may have to be sought. In such cases the Editorial Team must be contacted for guidance.

**Press and Media:** Any approach by press or media organisations should initially be referred to the Publications Unit (Managing Editor) or failing to be able to make contact with the Publications Unit, the President. No comments or statements should be made before consultation as indicated.

**Fire Cover:** Fire Cover is produced to a finite size based on the finance available to produce it and it is the Editors' role to balance the content in each edition.

The Editorial Team will allocate space for geographical / regional news reports in Fire Cover and Correspondents will be advised of the relevant criteria, including preferred font for submissions and subject headings.

It is the role of Correspondents to provide, by the copy date published in Fire Cover, a news report for each Fire Cover published.

**Newsletters:** Geographical / regional Correspondents are required to publish newsletters to the limits set in their Role Descriptions.

The prime aim of Newsletters is to keep in contact with members in the period when other Society activities tend to reduce, that is between the period September to March.

Newsletters must be produced to The Society's corporate standard and each geographical / region will be provided with their header by the Editorial Team.

Newsletters should not distract Officers from the use of other communication methods with members in geographical areas / regions.

Newsletters must be no larger than six (6) sheets of A4 paper. Double sided printing may be employed if desired.

Correspondents will be responsible for the distribution of newsletters to members in their geographical area / region.

Newsletters should be distributed electronically. However, the mandatory requirements governing such electronic distribution, as detailed in the Data Protection section of the handbook, must be complied with.

For those members without Email addresses, a newsletter, printed in black and white, should be sent to their home address by second class mail.

Annually, and prior to the production of draft Unit Operational Plans, the Events Manager will consult Correspondents regarding budget bids for geographical / regional newsletters and their distribution.

**Website:** One of the roles of geographical / regional Correspondents is to supply to the Web Manger, Via the Publications Unit for checking / proofing, news reports on Society visits and events that have taken place in their geographical area / region. These reports should be brief, no more than 300 words and up to four images can also be submitted. The report and images may be reduced, altered or not published, this being the decision of the Events Manager on guidance from the Publications Unit (Editorial Team).

As web site news postings will be viewed by the general public, the use of abbreviations, especially those employed by the fire and rescue services, should be avoided.

Correspondents should be aware that the web site aims to be a 'taste' of what membership of The Society provides, not an alternative to joining.

**Proofing:** All geographical / regional newsletters, and news reports for the website, must be submitted to the Publications Unit (Editorial Team) for proofing, which will include a check on compliance with The Society's corporate standards, before publishing.

Items for proofing should be sent electronically to the Editorial Team's FBS Email address.

The time scale for the turn-round of items sent for proofing will be given to the Correspondent on arrival of the item for proofing.

Although the Editorial Team will strive for a speedy turn-round of proofing. Correspondents should avoid requesting proofing in the month of publication of Fire Cover, detailed in each in Fire Cover edition.

#### **(14) DESCRIPTIONS OF OFFICERS AND VOLUNTEERS ROLES**

**Introduction:** The Role Descriptions for Officers and Volunteers of The FBS are to enable full understanding of what is the expected requirement. It is implicit in accepting nomination as an Officer, that a member when appointed will, as far is reasonably practical, act in line with the Role Descriptions and offer a service to all of the membership as required.

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##### ***Generic Roles:***

**All the FBS Roles carry the Generic Roles as follows:**

The role holder will operate to the Constitution, Membership Rules, Financial, Security, Data Protection mandates and the Handbook for Appointed Officers and Volunteers, as set out in the relevant Society documents.

To be computer literate and have access to a computer and the internet.

All documentation used / issued will comply with the corporate standards determined for The Society.

To provide support and guidance to new Officers and Volunteers and act as an appointed mentor if asked to do so.

##### ***Specific Roles:***

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#### **PRESIDENT**

**Unit: Executive Supervisory Board**

##### **Specific Roles:**

The role will report to the Executive Supervisory Board.

To be The Society's figurehead and leader.

To champion The Society's aims with fire and rescue services and associated bodies as appropriate.

To represent and promote The Fire Brigade Society at relevant official occasions and generally to fire and rescue service services, other emergency services and to other associated organisations and agencies.

To Chair (or nominate a deputy from the Executive Supervisory Board) the Executive Supervisory Board, Annual General Meetings or any Extraordinary Meetings and ensure their smooth running.

To provide positive constructive input to The Society's affairs and progress.

To provide advice, guidance, and as required intervention, in situations arising with The Society's own internal affairs, in its dealings with fire and rescue services, or in its relationships with others.

Plus Generic Role

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## **EDITOR (MANAGING)**

### **Unit: Publications**

The role will report to and represent the Unit on the Executive Supervisory Board.

To manage the number, and issue, of Fire Cover agreed in the Editorial Team's Annual Operational Plan and facilitate compliance with the budgets and schedules contained in the plan.

To receive and manage articles and Correspondent's reports, submitted by Officers, members and non-members, for consideration for inclusion in Fire Cover.

With the assistance of the other Editors, ascertain which of the items are suitable for publication.

With the assistance of the other Editors, facilitate the editing, correction, layout and formatting of items agreed for balanced and timely publication.

To assemble articles for each issue of Fire Cover, produce the running order for each issue, and arrange for this material to be provided to the printers in a timely manner to achieve publication dates.

With the other Editors and Proof Reader, proof read each Fire Cover and facilitate corrections before printing.

Sign-off final proof and formally authorise printers to print agreed quantity.

To liaise with the printers, establish the delivery date for each edition of Fire Cover and to communicate the date to the Distribution Manager.

To negotiate annually with the printers to establish production costs for Fire Cover for the next Society financial year so that such details can be included in the Annual Operational Plan.

With the other Editors facilitate the return of contributor's submitted items (e.g. photographs).

With the other Editors continually investigate improvements to all aspects of Fire Cover.

With the other Editors, ensure currency of the conditions under which all Society publications are published.

To help in facilitating, with our printers, other printing and graphic work for The Society.

With the other Editors liaise with, and support, Geographical, Regional and other Correspondents regarding all Society published material.

To provide, or facilitate provision, to geographical / regional Correspondents details regarding the sizing and layout of news reports for Fire Cover.

To up-hold editorial independence / balance and maintain the criteria that the Editorial Team's decision, with regards to publications, is final.

When budgets permit, with the other Editors, facilitate the production of 'Special Publications'.

To help in facilitating the Bob Herbert Award as directed by the Executive Supervisory Board.

With the other Editors manage the published complaints procedure for Society publications.

Plus Generic Roles

## **EDITORS**

### **Unit: Publications**

To assist the Managing Editor in the discharge of all aspects of that role.

One Editor will be assigned with the management of the Editorial Team's fbs gmail account.

Plus Generic Roles

## **PROOF READER**

### **Unit: Publications**

Proof read material prepared for publication.

With the Editors proof read each Fire Cover, and as requested other publications, and facilitate corrections before printing, supplying the corrections to the Managing Editor in the format and to the timescale agreed.

Plus Generic Roles

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## **TREASURER**

### **Unit: Finance**

Appointees to this role will undergo criminal record checks before final appointment.

#### **Specific Roles:**

The role will report to and represent the Unit on the Executive Supervisory Board.

To manage The Society's bank account.

To produce, agree, and work within an annual operating plan and budget in conjunction with the Executive Supervisory Board / Constitution.

To provide the 'first stop' for all Finance Unit matters.

To maintain The Society's financial records to the requirement of Executive Supervisory Board, industry standards and to the Auditors satisfaction.

To, or facilitate, receipt and banking of in-payments.

To, or facilitate, authorised payments.

To ensure all expense claims comply with the criteria set by the Executive Supervisory Board.

To prepare and present annual accounts for audit.

To present to the Executive Supervisory Board audit reports immediately on receipt.

To ensure all relevant financial reports are available for the membership in advance of the Annual General Meeting.

To provide annually recommendations on membership subscription rates to the Executive Supervisory Board.

To facilitate the annual review and renewal of The Society's insurance as directed by the Executive Supervisory Board.

To hold and make available, as directed by the Executive Supervisory Board, copies of The Society's insurance policy.

To comply with the quarterly / annual reporting requirements as set by the Executive Supervisory Board / Constitution.

Plus Generic Roles

## **MEMBERSHIP SECRETARY**

### **Unit: Membership Services**

#### **Specific Roles:**

The role will report to and represent the Unit on the Executive Supervisory Board.

To produce, agree, and work within an annual operating plan and budget in conjunction with the Executive Supervisory Board / Constitution.

To provide the 'first port of call' for all membership matters.

To receive and process all membership applications.

To welcome new members to The Society and issue a 'welcome pack'.

To maintain accurate and secure membership records.

To issue and process membership renewals.

To produce address labels for the distribution of Fire Cover or for such other postings as are required.

To represent the Unit on the Executive Supervisory Board. (In conjunction with the Distribution Manager).

To manage data protection requirements for the Executive Supervisory Board / Constitution as the Responsible Officer.

To manage the devolved power from the Executive Supervisory Board regarding non-members attendance at visits/events.

To formally ensure that when Officers cease their term of office they hold no membership details.

To manage recruitment initiatives, on behalf of, and in conjunction with, the Executive Supervisory Board.

To comply with the quarterly / annual reporting requirements as set by the Executive Supervisory Board / Constitution.

Plus Generic Roles.

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## **DISTRIBUTION MANAGER**

### **Unit: Membership Services**

#### **Specific Roles:**

The role will report to the Executive Supervisory Board.

To produce, agree, and work within an annual operating plan and budget in conjunction with the Editorial Team, and the Executive Supervisory Board / Constitution.

To represent the Unit on the Executive Supervisory Board. (In conjunction with the Membership Secretary).

To provide the 'first port of call' for all distribution matters.

To liaise with other operational units to ensure that any items for inclusion in any postings are available in a form and at a time so as not to delay such postings.

To pack and post to the membership, Fire Cover, including any inserted items, in an accurate and timely manner, and in as cost-effective a way as possible.

To distribute electronically any inclusions that members have elected to receive by e-mail, at a time as near to the posting of such items as possible.

To supply the Web Manager with the necessary inclusions, in a timely manner, and with instructions as to when they are to be uploaded and removed from the website.

To post "bulk" items for other Units as required.

To hold spare copies of Fire Cover for the use of other Units, and to distribute these as justifiably requested in the most cost-efficient way.

To hold and supply to Officers Society stationery, and when required facilitate replenishment of stock.

To comply with the quarterly / annual reporting requirements as set by the Executive Supervisory Board / Constitution.

Plus Generic Roles.

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## **EVENTS MANAGER**

### **Unit: Events and Administration**

#### **Specific Roles:**

The role will report to and represent the Unit on the Executive Supervisory Board.

To provide the 'first port of call' for all events matters.

To produce, agree, and work within an annual operating plan and budget in conjunction with the Executive Supervisory Board / Constitution.

To facilitate, or organise, national events, Annual General Meetings, and if mandated to do so Extra Ordinary General Meetings.

To facilitate international visits using both local and international volunteers to organise.

To facilitate local events and visits where local vacancies exist by seeking assistance or co-opting local members where reasonably practicable to do so.

To ensure all visits are undertaken with consideration for the hosts security requirements. This may include restrictions regarding the use of images by The Society and members, as well as the requirement to credit The Fire Brigade Society for images published on third party web pages.

To ensure all visits are undertaken with reasonable care, considerations of health, welfare, the environment and are achievable at a practical pace.

To manage and police of all aspects of The Society's mandatory, and any host's, Visit Registration Procedures.

To maintain a record of all Visit and Meeting Registration forms as determined by the Constitution and / or Mandates.

To undertake an annual formal audit of Security / Visitor Lanyards and Hi-Vis jackets.

To requested, in a timely manner, details of Local Visits and Meetings for inclusion in 'What's On' from Geographical and Local Administrators.

In a timely manner, produce 'What's On', as part of the Events Manager's Annual Operational Plan.

Provide members with the agreed 'What's On', and any subsequent updates, at suitable times and by the most practical method.

Annually, and prior to the production of draft Unit Operational Plans, the Events Manager will consult Correspondents regarding the budget bid for geographical / regional newsletter and their distribution.

To liaise with and support Geographical and Local Administrators in the arrangement of visits and meetings.

To manage and oversee all aspects of specific host requirements regarding publication of the written word and associated images.

To comply with the quarterly / annual reporting requirements as set by the Executive Supervisory Board / Constitution.

Plus Generic Roles.



## **CENTRAL ADMINISTRATOR**

### **Unit: Events and Administration**

#### **Specific Roles:**

The role will report to and represent the Unit on the Executive Supervisory Board.

To produce, agree, and work within an annual operating plan and budget in conjunction with the Executive Supervisory Board / Constitution.

To provide the 'first port of call' for all incoming external communications and formal Society Records.

To be the post box for external mail arriving with The Society and disseminate appropriately in a timely manner.

To keep, manage and maintain formal Society Records and records / minutes of Executive Supervisory Board Meetings, both 'face to face' and also 'electronic'.

To minute Annual General Meetings and Extra Ordinary Meetings.

To collate each individual Unit's Annual Operational Plan into a single document for membership votes, as well as any associated paperwork for a vote and facilitate distribution by the Distribution Manager.

To compile the quarterly Unit reports into a single document to the requirements as set by the Executive Supervisory Board / Constitution and facilitate making it available to members via the Distribution Manager.

To maintain The Society's Asset Register, as determined by the Executive Supervisory Board / Constitution, by carrying out an annual audit.

To maintain the Officer Appointment / Review Register for the Executive Supervisory Board and facilitate advertising vacancies in accordance with the Constitution.

To notify, without delay, the Web Manager of any Officer changes to facilitate password changes for FBS email addresses.

To recover Society assets from Officers / Volunteers when they cease their term of office.

To comply with the quarterly / annual reporting requirements as set by the Executive Supervisory Board / Constitution.

To maintain all the Society's Standard Forms in liaison with the Executive Supervisory Board.

To compile and facilitate distribution of Officer's Newsletters as required and directed by the Executive Supervisory Board and maintain an archive of such publications.

Plus Generic Roles.

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## **SALES MANAGER**

### **Unit: Sales**

Appointees to this role will undergo criminal record checks before final appointment.

#### **Specific Roles:**

The role will report to and represent the Unit on the Executive Supervisory Board.

To produce, agree, and work within an annual operating plan and budget in conjunction with the Executive Supervisory Board / Constitution.

To provide the 'first port of call' for all Sales Unit matters.

To generate income for The Society by the purchase and resale of primarily fire related items.

To attend with the Sales Unit, at the discretion of the appointee and subject to sound financial judgement, internal and outside events.

To attend Annual General Meetings with the Sales Unit.

To keep the Sales Unit stock in a safe, secure and suitable environment.

To maintain a Sales List and make it available to members and post on the website.

To provide, as directed by the Editors, sales adverts for each Fire Cover.

To maintain comprehensive records of stock and purchase price, ensuring the total stock value is maintained within the Society's insurance limits.

To maintain dated, detailed records of sales, profit and delivery costs.

To supply quarterly any agreed sales profits to the Treasurer.

To report at the end of each Society financial year the value of stock held to the Treasurer.

To comply with the quarterly / annual reporting requirements as set by the Executive Supervisory Board / Constitution.

Plus Generic Roles.

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## **WEB MANAGER**

### **Unit: Information Technology**

#### **Specific Roles:**

The role will report to and represent the Unit on the Executive Supervisory Board.

To produce, agree, and work within an annual operating plan and budget in conjunction with the Executive Supervisory Board / Constitution.

To provide the 'first port of call' for all Information Technology Unit matters

As directed by the Executive Supervisory Board, and in accordance with the corporate style and image of The Society to:

Operate and maintain The Society's website and other Information Technology requirements.

Respond to unexpected Information Technology events, promptly, and report accordingly to the Executive Supervisory Board.

Control, operate and maintain The Society's email system including password issue and update when Officers change.

Promote The Society and its aims in a professional manner on the web site.

Check The Society's incoming web mail box frequently.

Direct correspondence received on the web site to the relevant Unit in a timely manner.

Facilitate the update of sections of the website by authorised contributors.

Check and renew the web hosting, as required by the web host, ensuring necessary payments are made to maintain a "no break" website.

Comply with the quarterly / annual reporting requirements as set by the Executive Supervisory Board / Constitution.

Plus Generic Roles.

## **NON-EXECUTIVE APPOINTEE**

### **Unit: Executive Supervisory Board**

The role will report to the Executive Supervisory Board.

To support and provide advice on the 'day to day' business of the Executive Supervisory Board.

To assist in ensuring the implementation of the Working Party Reports (Management and Financial) and any mandates thereof.

To provide a 'neutral' overview on any matter which may affect The Society, or individual, to the Executive Supervisory Board.

Plus Generic Roles.

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## **ADMINISTRATOR (Geographical / Regional)**

### **Unit: Geographical or Regional Operational Unit (Specific)**

#### **Specific Roles:**

The role will report to the Events Manager.

The title for this role will be '**FBS (GEOGRAPHICAL or REGION NAME) ADMINISTRATOR**'.

To create and maintain close liaison with fire and rescue services and related organisations in the assigned geographical area or locality to facilitate visits and meetings.

To promote The Society and its aims in a professional manner.

To respond to reasonable requests from local members as appropriate and respond appropriately to other members as necessary.

To arrange, or facilitate, a minimum of two, one day, local visits each Society year. *(However, should the National Visit be held in the relevant geographical area or region the number of local visits in that Society year may be reduced by agreement with the Executive Supervisory Board.)*

To plan so that visits encompass, interaction with host's personnel, provide an aspect to educate attendees and provide opportunities to view appliances, stations and other aspects of the fire and rescue service.

To arrange, or facilitate, a minimum of one local meeting each Society year.

To engage with all the local membership and encourage volunteers to assist with visits and meetings.

To ensure the Membership Rules are fully complied with on visits and at meetings.

To manage the mandatory Visit Registration Procedures at local visits and meetings and supply copies of registers as required to the Events Manager.

To assist the Events Manager should a national event be in their geographical or local areas

To plan and arrange future visits and meetings and provide details to the Events Manager, in a timely manner and as requested, for inclusion in 'What's On' which will form part of the Event Manager's Operational Plan.

To supply as requested and in the time scale indicated information requested by other Society Officers.

Plus Generic Roles.

## **CORRESPONDENT (Geographical / Regional)**

### **Unit: Geographical or Regional Operational Unit (Specific)**

#### **Specific Roles:**

The role will report to the Events Manager, as well as reporting to Publications Units for relevant aspects of their role.

The title for this role will be '**FBS (GEOGRAPHICAL or REGION NAME) CORRESPONDENT**'.

The role will be managed by the Executive Supervisory Board.

The role will report to the relevant roles in the Events & Administration and Publications Units for their respective duties.

To create and maintain close liaison with fire and rescue services, and related organisations, in the assigned geographical area, or locality, to facilitate the flow of information.

To promote The Society and its aims in a professional manner.

To provide, in a timely manner, to the standard as requested by the Editorial Team, News Reports for each Fire Cover.

To produce and facilitate the issue of two Local News Letters each Society year.

To provide brief reports on Local Visits and Meetings, to the standard as requested, for The Society's web site.

Plus Generic Roles.

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## **VEHICLE RECORDER**

### **Unit: Publications**

#### **Specific Roles:**

The role will report to the Executive Supervisory Board, as well as reporting to Publications Units for the relevant aspects of the role.

To provide the 'first port of call' for all vehicle recording matters.

To act as a co-ordinator and communicator in all matters concerning Local Authority and non-Local Authority fire vehicles, working with other Officers, Volunteers and members.

To maintain records of Local Authority and non Local Authority fire vehicle fleets in a format agreed by the Executive Supervisory Board.

To make available to members fleet lists at a cost agreed by the Executive Supervisory Board.

To encourage and lobby Society Officers, Volunteers and members to supply details of Local Authority and non-Local Authority fire vehicle.

To build relations with Fleet Managers and manufacturers as a source of fleet information.

To provide, in a timely manner, to the standard as requested by the Editorial Team, reports for each Fire Cover.

Plus Generic Roles.

## **HERITAGE OFFICER**

### **Unit: Publications**

#### **Specific Roles:**

The role will report to the Executive Supervisory Board, as well as reporting to Publications Units for the relevant aspects of the role.

To provide the 'first port of call' for all fire heritage matters.

To research and seek information of a heritage nature on fire and rescue services, preserved vehicles and fire stations.

To act as a co-ordinator and communicator in all matters of a heritage nature on fire and rescue services, preserved vehicles and fire stations, working with other Officers, Volunteers and members.

To encourage and lobby Society Officers, Volunteers and members to supply details of a heritage nature on fire and rescue services, preserved vehicles and fire stations.

To maintain the records as agreed by the Executive Supervisory Board.

To provide, in a timely manner, to the standard as requested by the Editorial Team, reports for each Fire Cover.

Plus Generic Roles.

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## **VOLUNTEER**

### **Unit: As Officer assigned to**

To assist the Appointed Officers assigned to with their role or part thereof.

Plus Generic Roles.

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## **(15) APPENDIX: LETTERS, FORMS and TEMPLATES**

The following are referred to in this Handbook. Officers will be supplied with the relevant letters, forms and templates for their specific role. Any queries should be referred to the unit an officer is assigned to, indicated in the role description.

**REIMBURSEMENT CLAIMS FORM FBS007**

**VISIT REGISTER FBS005**

**FBS EMAIL DISCLAIMER (FORM FBS009)**

**ASSET REGISTER FBS013**

**VISIT HEALTH & SAFETY AIDE MEMOIRE LIST FBS012**

**VISIT REQUEST TEMPLATE LETTER**

**POST VISIT THANK YOU TEMPLATE LETTER**

**APPENDIX A THE FIRE BRIGADE SOCIETY YEAR AND ACTIVITY PLAN**