

## **URHP COUNCIL JOB DESCRIPTIONS**

### **PRESIDENT:**

1. Responsible for promoting and representing the interests of the URHP membership to government organisations and departments, suppliers of herbal medicines and other professional bodies within the UK and abroad.
2. May manage any paid positions created such as Registrar.
3. Chairperson of the Council and is responsible for organising Council meetings four times a year.
4. Ultimately, the ambassador of the Register and shall ensure that the integrity, constitution, ethics and vision of the Register is honoured.

### **VICE PRESIDENT:**

1. He/she shall deputise for the President whenever the President is unable to attend a meeting.
2. He/she shall support the President in his/her role assisting in the overall smooth running of the Register.
3. He/she may also represent the URHP on bodies like EHTPA alongside or instead of the President

### **TREASURER:**

1. To hold and account for all monies belonging to URHP.
2. to pay all invoices in a timely manner.
3. To advise Council on feasibility of proposed spending.
4. Set fees and payments with relevant Council members for events, membership and services.
5. Keep details of signatories up to date with bank and ensure that relevant decisions with regard to signatories are passed and minuted at AGM or Council meeting.
6. Ensure we are always using the most cost/environmentally effective options available.
7. Attend Council meetings with up to date information.
8. Prepare budgets as needed.
9. Advise on bursaries.

### **REGISTRAR:**

1. Processing membership applications. This is minimal throughout most of the year, but can be busy between February and April.
  - a. Involves paying in the odd cheque and liaising with Treasurer.
  - b. Checking insurance and CPD details and chasing via email.
  - c. Sending out membership certificates (checking postal addresses are up to date).
  - d. Chasing late applicants/updating mailing list, removing those who do not wish to renew etc.
2. Checking and responding to queries. These are mainly potential new member queries which are acknowledged then passed to Education Committee to process directly.
3. Updating members practice and contact details on the website. Forward changes to webmaster.
4. Preparing Registrar's report for AGM.
5. Attending Council meetings four times a year – two telephone conferences and two face to face meetings (London in January and June at AGM - travel and refreshment expenses are covered).
6. Maintaining the database and sending labels for posting out the Herbalist.
7. Maintaining email list for Information Officer.
8. Liaison with President and Treasurer.

Weekly time commitment 1 – 2 hours for most of the year, but approx 10 hours per week around March renewal deadline

**EDUCATION OFFICER:**

1. Processing potential new member queries, mostly passed on from the registrar who is usually the first point of contact.
2. Serve on EHTPA Accreditation Board as modestly remunerated nominee from URHP or
3. arrange for another URHP member to serve. Duties include:
  - a. Scrutinising EHTPA Accreditation documents
  - b. Attending 3 virtual and 1 physical meeting per year
  - c. Possibly serving on an EHTPA accreditation panel for an accredited educational institution or one seeking accreditation
4. Keeping abreast of current and new opportunities for people to train as herbalists in order to be aware of potential sources for future URHP membership applicants.
5. Preparing Education Officer's report for AGM, including a report of the current status of EHTPA accredited courses in so far as this information is in the public domain.
6. Attending Council meetings four times a year – two telephone conferences and two face to face meetings (London in January and June at AGM - travel and refreshment expenses are covered)
7. Liaison with Education committee, usually comprising other members of Council

Monthly time commitment 1 – 2 hours depending on new membership applications.

**INFORMATION OFFICER:**

1. Responding to email requests and forwarding to a relevant member of the Council, in order to check how to respond on the URHP's behalf.
2. Liaising with URHP Council to aid circulation of information to membership.
3. Taking the minutes at Council Meetings and AGMs.

Time commitment about 1-2 hours a week, but variable.