

1) The Constitution and Policy of Red Rope - The Socialist Mountaineering and Walking Club, as adopted by the 2007 Annual General Meeting. Text in pink denotes changes adopted at the 2005 AGM. Text in blue denotes job description addenda added by NC July 2005. Text in red denotes changes adopted at the 2006 AGM. Text in Green denotes changes made at the 2007 AGM. Text in Brown denotes changes made at 2008 AGM

2) The Club shall be called Red Rope - the Socialist Mountaineering and Walking Club.

- a) Red Rope is a Socialist Club run by collective responsibility on an income-sharing basis. Members undertake to share skills and meet the needs and abilities of the membership.
- b) The Club welcomes as members all socialists, whatever their abilities, irrespective of age, race, sex or sexual preference.
- c) A Club trip is one, which is notified to and approved by the National Secretary or regional secretary according to Club policy.
- d) The Club will stress its socialist, anti-racist and anti-sexist nature and take positive steps to promote its existence and organise its events guided by these principles.

3) The purposes of the Club are:

- a) To encourage socialists to go rambling and mountaineering, by organising income sharing trips, including women only trips.
- b) To fight for full and free access to all upland and uncultivated areas, and to defend those areas against the ravages of capitalism.
- c) The region is the basic unit of organisation of the club. The Club strongly supports the formation of self-supporting regional groups within the National framework of the Club. Regions must ensure that they are represented on the National Committee.

3) The Club shall be governed by General Meetings, and managed by a National Committee consisting of elected members. See sections 4 and 5 below.

4) General Meetings (GM).

The quorum for General Meetings is 50 members or 10% of current paid up members, whichever is the lower.

4a) The Annual General Meeting (AGM) shall be held not later than the 25th December each year to transact the following:

- I. To receive, and if approved, to adopt, a statement of the Club's account for the financial year, to appoint an auditor, to decide Club membership fees and trip rates in the context of a budget for the current financial year.

II. To receive the reports of the officers and of regions.

III. To elect the National Committee and other committees as determined by club policy.

IV. To consider Constitutional amendments, Policy resolutions and other resolutions.

V. To confirm the expulsion of a member as laid down by point 5aV or to reinstate a previously expelled member.

4b) Special General Meetings (SGM) shall be convened at any time at the request of the National Committee, or ten ordinary members, to consider any matter that the National Committee or the ten ordinary members shall bring before it.

4c) Procedure for calling and running General Meetings (GM) shall be as follows.

I. Notice of the GM shall be sent to all members listed on the club membership database at least 28 days before the meeting.

II. Any resolution or amendment submitted by the National Committee, its subcommittees, regional AGMs or individual members must be submitted for circulation with the notice of the GM.

III. Amendments to duly circulated resolutions must be submitted to the National Secretary a week prior to the GM.

IV. Other amendments may, with the approval of the meeting, be submitted from the floor. Any such amendment, if approved, will not have the status of full policy until ratified by a subsequent GM.

V. Any resolution proposed by an individual member must have a seconder.

VI. Any duly submitted resolution or amendment to the Constitution requires a two-thirds majority of those members present to be carried.

VII. Any duly submitted resolution or amendment to such a resolution, or amendment to current policy, requires a simple majority of those members present to be carried.

5) National Committee (NC).

The committee shall include regional delegates elected by regional meetings, the National Secretary, National Treasurer and other officers (see Appendix), who shall be elected annually by the AGM. The Committee may co-opt members between AGMs. The quorum for the National Committee meetings shall be 6 voting committee members.

5a) The NC shall be responsible for.

- i. Ensuring that the interests of members as a whole and those of particular interest groups mesh smoothly.
- ii. Encouraging the formation of regional groups.
- iii. Overseeing the financial regulation of the Club.
- iv. Organising the AGM and reporting to it.
- v. The expulsion of members, but for the purposes of this rule, the vote of more than two thirds of the committee shall be necessary. The expelled member has the right of appeal to a GM.
- vi. Overseeing production of the Red Rope quarterly Bulletin and Monthly Information Sheet and other publications.
- vii. Organising national trips.
- viii. Overseeing safety and training.
- ix. Implementation of the political policy of the Club.
- x. Overseeing the smooth functioning of the administration of the Club, the interpretation of Club policy and recommending policy changes to the AGM.
- xi. Arranging necessary Club liability insurance.
- xii. Overseeing the acquisition of a Club hut.

5b) Collective Responsibility:

Any member who acts in a representative capacity for the Club must follow Club policy and be specifically guided and instructed by the National Committee over particular issues. Failure to do so would lead to public repudiation by the National Committee of the representative's individual membership and the return of their subscription. Such representatives must attend National Committee meetings when required.

6) The Club's financial year and accounts shall run for a period of twelve months from July 1st. National Club funds may be used for the following purposes:

- I. As an advance to enable Club approved activities.
- II. To cover losses incurred by Club approved activities.
- III. Occasional publications, badges, T-shirts, etc.
- IV. Club liability insurance.
- V. Contributing to the costs of General Meetings and National Committee meetings.
- VI. Affiliation to relevant organisations.
- VII. Donations to relevant political or environmental causes and mountain rescue services.
- VIII. Financial support for regions.
- IX. Financial support for sub-committees.
- X. To defray the legitimate administration costs of National officers or other authorised members.
- XI. Any other items for general use.

7) Affiliations:

For the purpose of affiliation to the British Mountaineering Council (BMC) and Mountaineering Council of Scotland (MCofS), members whose notified address is in Scotland are deemed to belong to Red Rope (Scotland) which is affiliated to the MCofS, and all other Red Rope Members will be affiliated to the BMC.

8. The club can be dissolved by two-thirds majority vote whereupon the NC will arrange to discharge any assets equally amongst the members. Any liabilities at the time of dissolution shall be the joint responsibility of all the members.

Club Policy.

A) National Committee (NC).

- 1) The National Committee shall consist of Regional delegates elected by Regional meetings and the National Secretary, the National Treasurer, the Membership Secretary, the Bulletin Editor, the Monthly Information Sheet (MIS) Editor, the Ramblers and Campaigns Officer, the British Mountaineering Council (BMC) and Mountaineering Council of Scotland (MCofS) Representatives, the Training Co-ordinator, the Publicity Officer, the Trips Secretary, Archivist, Information Technology (IT) Officer, Equipment Officer, Hut Officer. All posts may be job-shared.
- 2) The NC will meet at least three times a year. All members of the club are encouraged to participate in the structure and running of the club. Any paid up member of the club may attend and vote at committee meetings. Travel and childcare expenses of those elected by the AGM and of elected regional delegates may be paid from National funds.
- 3) The NC may convene sub-committees from time to time as required by the needs of the club.
- 4) The job descriptions of the named posts shall be publicised before each AGM and are the appendix.
- 5) Elected members of the NC who fail to attend two consecutive meetings without good reason may be deemed to have resigned from the NC.

B) Regions.

- 1) Regional groups may organise trips, socials, fund-raising, meet as a group and produce their own publicity. Each region should have a Treasurer, Secretary and a person responsible for welcoming new members, and are encouraged to have people to liaise with the Training Officer Ramblers and Campaigns Officer.
- 2) Each region shall have an Annual General Meeting; regional members and the National

Secretary are to be advised of the date and venue in advance.

- 3) There should be an annual meeting of all regional treasurers, convened by the National Treasurer, at which regions present their accounts and money within the club can be redistributed. The meeting should be minuted and the minutes published.
- 4) Regions are encouraged to submit motions to the National AGM.
- 5) Each region is assisted by National funds for administration. Regions in financial surplus are expected to contribute to the National pool, which is redistributed to regions in financial difficulty.
- 6) Regional groups shall negotiate club discounts at equipment stores and publish them in club publications.
- 7) New Regions. The NC must approve any proposal for a new region but individual members are free to canvas for support. Only after the NC has given its approval can a start-up grant be paid to the new region. The views of nearby regions must be taken into account and any implications caused by possible competition for new and existing members be considered. The members wishing to form the new region must be able to demonstrate a commitment towards, and an understanding of, the philosophy and policies of Red Rope.

C) Trips.

- 1) The NC shall maintain a Trip Organisers pack which as well as containing information about club policy relevant to trips shall contain useful tips on how to organise a trip.
- 2) The NC must ratify all National trips. Every trip shall have an organiser whose duties are defined in the Trip Organisers pack. Every member on a trip has the responsibility to help in whatever way they can to ensure the smooth running of the trip.
- 3) Parents and carers are welcome to bring children on trips. Trip organisers **will facilitate** child-care **arrangements** in advance of the trip taking place, as far as it is possible, using the booking form as a basis for negotiation. All members should actively support child carers in a variety of ways. The level of this support will depend upon each trip's resources of accommodation and personnel. **The ultimate responsibility for childcare remains with the parents and carers.**
- 4) People with disabilities are welcome and members on trips shall offer whatever help is reasonable.
- 5) New members should be made especially welcome on their first trip.

- 6) The organising region shall decide charges for day trips. Overnight and transport charges for other trips shall be ratified by the AGM annually and shall include food and accommodation. Transport charges shall be decided by the organising region which may choose to adopt National transport rates. Regions wishing to organise longer trips should consult the National Secretary. People going on trips organised by other regions are responsible for their own transport costs.
- 7) The political and environmental implications of purchases for trips should be considered wherever practically possible. (See current trip organisers pack for examples).
- 8) Apart from trips abroad, only Club trips may be advertised in the club's publications.

D) Safety.

1. The club recognises that RR members have varying levels of experience and expertise and skill necessary for safe enjoyment of climbing and other mountain activities.
2. The club aims to create an environment in which members will share such skills.
3. With the exception of training trips (see E4 below) more experienced members should not be expected to show greater responsibility for the safety of others.
4. It is the responsibility of all adult Red Rope members to understand the nature of the activity they intend to undertake.
5. A Safety Officer will be appointed for each trip. The duties of this Officer are as stated in the Trip Organiser's pack.
6. If club members on a trip call out a Mountain Rescue Team then the Safety Officer should make a report to the NC. The region or the National Committee should subsequently make a donation to the Mountain Rescue Team.

E) Training

1. The club acknowledges that recognised good practice in Club activities requires the acquisition of and teaching of skills such as navigation, ropework, appreciation of mountain weather etc.
2. The club will organise trips for training purposes. Some training trips may be women only.
3. The Club may elect a Training Officer.
4. The Club aims to provide training trips for members' varied interests and abilities. On such trips training will take place in small groups supervised by more experienced members to the best of their competence.
5. In recognition of the importance of training provided by professional instructors at recognised institutions, members going on such courses may be eligible for a training grant at the discretion of the NC.
6. Members in receipt of a grant towards the cost of professional training are expected to be

willing to contribute to training and/or skill sharing within the club.

F) Action Policy.

1. The NC has a responsibility to take a political lead inside the club, and at present the main thrust should be to take up the struggle for access to moor and mountain.
2. The club will affiliate to the Ramblers' Association (RA), the British Mountaineering Council (BMC) (English and Welsh members), the Mountaineering Council of Scotland (MCofS) (Scottish members), Open Spaces Society (OSS) and the Anti-Nazi League.
3. Any proposals to affiliate to outside organisations must be decided by the AGM. The aims and objectives of the proposed organisation must not be inconsistent with those of Red Rope.
4. There may be a committee of the club to deal with matters of environmental politics, convened by the Ramblers and Campaigns officer. If convened, this committee shall be elected annually by the AGM and shall have the power to co-opt additional members provided they do not exceed the number of elected members. This committee shall report to each meeting of the NC and contribute news and articles to the club Bulletin. It shall also present a report to each AGM on the year's activity.
5. The role of the committee shall be:
 - a) To raise the awareness of the membership on matters of environmental politics, particularly in relation to club activities.
 - b) To work within and influence the policies of the RA, BMC and MCofS.
 - c) To support pressure groups such as the Open Spaces Society and the Scottish Wild Land Group.
 - d) To identify issues and campaigns on which Red Rope might make an effective input and to play an active role in developing club policy on countryside issues.
 - e) To encourage members to raise issues of environmental importance within trade union and political organisations.
6. In the BMC and the MCofS the club will campaign:
 - a) To ensure the BMC and the MCofS fights for full and free access to all upland and uncultivated areas.
 - b) To change the style and structure of the BMC and the MCofS to make them more democratic and representative of all climbers and hill walkers.
 - c) To encourage women to go mountaineering.

d) To urge the BMC and the MCofS to lobby for improved medical and rescue facilities.

7. In the RA the club will:

- a) Maintain a presence at their National Council, and press the issues of access, nuclear power, acid rain and energy and agricultural policy.

G) Access and Conservation Policy.

- 1) Red Rope is a socialist organisation committed to fighting for full and free access to all uncultivated land and to maintaining and extending the existing network of public rights of way. Red Rope accepts that non-violent direct action may be necessary to achieve these objectives.
- 2) Red Rope will campaign for equal opportunity of access to the countryside for everyone, regardless of income, race, sex, disability or age.
- 3) Red Rope fully understands the need to conserve wildlife species and habitats and will therefore respect reasonable restrictions on access where genuinely necessary to safeguard plants and animals, as agreed with appropriate nature conservancy bodies.
- 4) Red Rope will campaign for and demonstrate through its activities a considerate approach to the environment.
- 5) The club may undertake to organise such events as are considered necessary to promote the political and other interests of the club. Such events shall be, where possible, self-financing.

H) Club finance.

- 1) General principles:

Members will be charged for trips and membership according to their ability to pay. Charges will be spread across eight income bands and designed so as to be as fair as practicable for all members. **The proportion of increase in charge from one band to the next may be a different proportion in regard to membership fees, to that of nightly and transport charges.**
- 2) Determining Income Band.

Members are charged on their disposable income. This is defined as total income less tax and National Insurance, also deducting housing costs within an agreed limit. The Income Band and limit areas set from time to time by the AGM and published to the membership at least twice a year in club publications. Housing costs are mortgage/rent and council tax.
- 3) One carer may deduct a further amount from their weekly disposable income per dependent when determining their income band. This amount will be agreed by the AGM from time to time and published to the membership at least twice a year in club publications.

4) Children over five on trips are charged at half the parent's charge, or band A, whichever is greater. Under fives are charged similarly for the parent's transport element only.

5) Trip treasurers are encouraged to adopt a flexible approach to trip charges in relation to members in difficult financial circumstances.

6) Trip Charges.

(a) The nightly charge is set by the NC and is known as the 'standard' nightly charge.

(b) In cases where accommodation is beyond the reach of the standard nightly rates, regions may apply a multiplier to the 'standard' nightly rate of any variable from 1 to 2 times. The cost must be advertised in the MIS, i.e. when the trip is advertised.

(c) All such regional trips should be approved by National Trips Secretary.

d) The trip charge is the sum of the nightly charge and the transport charge.

e) The nightly charge is calculated by multiplying the nightly rate by the length of the trip as a number of nights.

(NB: The following has not been eliminated – BUT NEEDS CHANGING BY SOMEONE WHO ACTUALLY UNDERSTANDS WHAT OUR POLICY IS!!)

i) Where ferries are used the cost of the ferry should be converted into a mileage increment to be added to the actual distance driven.

j) Trip deposits are half of the nightly charge.

k) Non-members pay an additional 20% of their nightly charge.

l) Members going for only part of a trip must still pay the whole trip charge.

7) Membership shall run for twelve months starting from the 1st of the month after the subscription is received. Members will be sent a renewal notice two months before their membership expires.

8) 'Regional support'

(I) Up to 10% of membership fees (the 'National Pool') may be distributed annually as Regional Support.

Any Region requesting support from National funds shall notify the National Treasurer by the end of the club's financial year, and provide details as requested of the Region's bank account, income and expenditure.

II) A Region is eligible for Regional Support payments if their trip income for the year does not exceed the amount it would have reached at Band E rates. Regional Support payments shall be made one month after the end of the club's financial year and shall be in the form of:

- a) A payment per member to assist with regional administration costs (at a rate to be determined by the National Committee).
- b) A reimbursement of the amount by which the Region's actual trip income fell short of the amount it would have reached at Band E rates.

III) To obtain these payments, the Region must supply the National Treasurer with a completed trip treasurer form for each trip run by the Region during the financial year, including the following information:

- The income from overnight charges
- The income from transport charges
- The total number of person-nights covered by the overnight charge income
- The total number of person-miles covered by the transport charge income

IV) In the event that the National Pool is insufficient to pay that year's claims for Regional Support, payment will be made to Regions pro-rata to their entitlement.

V) Unused National Pool funds may be carried over to the next year's National Pool, or absorbed into general funds at the discretion of the National Committee.

VI) The National Committee may, at its discretion, make further payments or loans to Regions, outside of the regional support mechanism, where there are agreed to be exceptional circumstances necessitating this."

VII) Regions that are in surplus may contribute to the National Pool."

9) The Club shall have an Action Fund to finance campaigns and may raise extra monies for this from the membership.

10) There shall be three bank accounts, the main account, the trips account and an account for the Hut Fund and Action funds.

I) Publicity.

1) Internal publications.

- a) , a Monthly Information Sheet (MIS), a periodical Bulletin (Bulletin), and a Trip Organisers Pack.
- b) Each member shall be entitled to receive, MIS and Bulletin.
- c) Members are encouraged to contribute to the MIS and Bulletin and to use these to communicate with each other, advertise gear for sale or exchange, or to seek companions or exchange information.
- d) It is a priority for the NC to see that publications appear on time.

2) External publicity. The club will:

- a. Advertise the aims of the club and other details.

- b. Stress the socialist and anti-racist, anti-sexist nature of the Club in its publicity.
- c. Advertise in gay and ethnic minority organisations.
- d. Produce an information sheet for prospective members.
- e. Use the club listings in the outdoor media.
- f. Introduce issue based pamphlets written by outside contributors and club members.
- g. The club will offer its members, on the membership renewal form, the facility to have the BMC Summit Magazine directly mailed to them at the mailing rate charged by the BMC.

J) Data Protection Legislation.

- 1) The club will comply with current Data Protection Legislation where applicable.
- 2) The membership and renewal application forms will ask whether the member objects to having their details held on computer. If they do object then separate paper records will be kept.
- 3) Members' details held on computer may be released when necessary to outside bodies, e.g. the BMC and MCofS, for the purpose of obtaining club insurance or for other matters deemed necessary by the NC for the running of the club.

K) The Club Hut.

- 1) In 1989 a fund was established for the purposes of obtaining a hut. The Hut Officer is responsible for co-ordinating the implementation of the hut policy.

L) Disability.

- 1) The club will accept the principles of integration, responsiveness, positive action and self-determination as a basis for policy and practice to enable people with disabilities to become involved in the club.

M) Complaints.

- 1) If any member finds the behaviour of another member unacceptable and cannot resolve the matter at the individual level, they should bring it to the attention of their regional committee for consideration.
- 2) If this is not sufficient to resolve the matter, they may make a formal complaint to the NC.
- 3) The NC will then arrange for the complaint to be heard by a specially appointed sub-committee.

Appendix

1. **All officers** are expected to keep adequate administrative records and ensure that these are passed on to their successors and to liaise with other officers as necessary. Duties may be delegated and all posts are open to job sharing. Officers have a duty to liaise with regions and specific regional representatives. Officers and regional representatives are to provide written reports to the AGM.
2. **All officers are expected to**
 - a) keep up to date copies of documents they have responsibility for, as outlined in Appendix 2.
 - b) to ensure that parts of the Web page that relate to their jobs are updated with correct information, through providing the IT officer with correct information and alerting the IT officer of any changes required, in accordance with the pages indicated in Appendix 2. (added after NC July 2005)
3. **Job description of National Secretary.**
 - a) To act as convenor/agenda organiser for the NC and GM's and be responsible for the overall planning and operation of them.
 - b) To be the keeper of the Constitution.
 - c) To act as national trip co-ordinator (to avoid clashes) and to maintain the Club diary.
 - d) To ensure that the interests and activities of the regions mesh smoothly with the club as a whole, and to foster and encourage these activities.
 - e) To maintain a public presence in the outdoor climbing media, by writing/stimulating the writing of letters on topics of current interest to such magazines.
 - f) To act as a spokesperson of the Club to the outside world (in consultation with appropriate officers).
 - g) To ensure that the NC and GM's are adequately minuted and that the minutes are published.
 - h) To represent the interests of underrepresented regions.
 - i) Documents: Constitution; NC and Regional Contact List (one for general release, one for NC Only release) ; relating to Local Groups Page; Contacts Page; News & Reports Page.
4. **Job Description of Treasurer.**
 - a) To write cheques on behalf of the club and, after consulting with the NC, to appoint co-signatories who are required to countersign cheques.
 - b) To produce financial reports for the NC and for each AGM, to be externally certified when requested by the NC.
 - c) To advise the club about Trip/Membership rates and to prepare a budget based on these when requested by the NC.

- d) To administer central club finances and to be responsible for overseeing the Hut and Action Funds.
- e) To be responsible for the redistribution of funds within the club according to club policy.
- f) To maintain and distribute a record of training grants allocated to members.
- g) [Documents: List of Regional officers & bank details](#)
- 5 Job Description of the Membership Secretary.**
- a) To keep the membership records of the club and to comply with current Data Protection legislation.
- b) To provide a breakdown of membership for the NC and GM's.
- c) To pay in membership monies and to liaise with the national Treasurer.
- d) To send out membership cards and the handbook.
- e) To inform regions of new members on a regular basis.
- f) To provide labels for mailing.
- g) [Documents: Membership form; relating to Join Us page; Member charges page.](#)
- 6 Job Description of the Bulletin Editor.**
- a) To edit, produce and distribute a quarterly Bulletin, including the club diary.
- b) [Documents on web: Bulletin PDFs.](#)
- 7 Job Description of the Monthly Information Sheet Editor.**
- a) To edit, produce and distribute the Monthly Information Sheet.
- b) To liaise with the National Secretary convening the club diary.
- c) To liaise with the Bulletin Editor for providing the club diary for the Bulletin.
- d) [Documents: Diary of events page on the web.](#)
- 8 Job Description of the Ramblers' Association/ Campaigns representative.**
- a) To liaise with the RA, to promote its current activities and campaigns via the Bulletin and Month Information Sheet..
- b) To encourage Red Rope participation in national and regional access and conservation campaigns which meet RR aims.
- c) To ensure the continued development of the club's policy on Access and Conservation. To ensure the continued development of the club's policy on Access and Conservation.
- d) To ensure the club responds to important policy statements and actions that affect access and conservation.
- e) To co-ordinate the Club's local contact with the RA.
- 9 Job Description of the British Mountaineering Council (BMC) representative.**
- a) To liaise between the National Officers of the BMC, particularly the Access Officers.
- b) To disseminate information to club members via the Bulletin and Monthly Information Sheet..
- c) To co-ordinate regional involvement on BMC committees.
- d) To ensure representation at the BMC's AGM.
- e) To participate in the Access and Conservation Committee and to liaise with the RA representative and the National Secretary.
- 10 Job Description of the Mountaineering Council of Scotland (McofS) representative.**
- a) To liaise between National MCoFS Officers, particularly the Access Officers.
- b) To disseminate information to club members via the Bulletin and Monthly Information Sheet.
- c) To co-ordinate regional involvement on MCoFS committees.
- d) To ensure representation at the MCoFS's AGM.
- e) to liaise with the Ramblers and Campaigns representative and the National Secretary.
- 11 Job Description of the Training officer**
- a) To oversee training within the club.
- b) To promote the training of trainers.
- c) To ensure that there is a training organiser for each training trip.
- d) To establish links with the training and safety sections of relevant organisations.
- e) To liaise with the Huts Secretary regarding booking of huts for National trips.
- f) To liaise with the club treasurer regarding the distribution of training grants to club members.
- g) [Documents: Safety Route Card](#)
- 12 Job Description of the National Trips Secretary.**
- a) To book National trips, promote national trips in the Bulletin and Monthly Information Sheet, to liaise with trip organisers regarding transport and to ensure that trips without organisers are cancelled according to current club policy.
- b) To maintain a hut and campsite register.
- c) To negotiate with other clubs over difficulties re 'banning' from huts.
- d) To ensure that club trips follow the hut guidelines laid down by other clubs.
- e) To maintain the Trip Organiser's Pack and ensure distribution to regions and to national organisers.
- f) [Documents: as above and Trip Booking Form; Trip booking form on the web; Food and recipe page.](#)

13 Job Description of the Hut Officer.

- a) To maintain, update and implement the hut policy.
- b) To liaise with interested club members regarding the location and acquisition of a building suitable for conversion to a club hut.
- c) To collate and maintain information regarding all club hut acquisition activity.
- d) In the event of a possible club hut being located, to request the NC to call a SGM to allow members to vote for or against the proposed acquisition.
- e) To submit to any such SGM operational and policy guidelines for the purchase and running of the building, for the meeting's approval.

- c) To collect copies of past publications and to try to make this collection as complete as possible.
- d) To provide copies of past publications to other members on request, at the cost price of photocopying, postage and packing.
- e)

14 Job Description of the Publicity Officer.

- a) To produce and maintain the stock of publicity material.
- b) .
- c) To ensure that there is adequate publicity at external events.
- d) To advise members of the location of publicity material and the Club's banner.
- e) [Documents: Publicity pack supplied to regions and items from it that are on the web.](#)

15 Job description of the Information Technology (IT) Officer.

- a) To maintain, develop and advise on current and future IT facilities for the club.
- b) To maintain and develop the Red Rope website.
- c) To manage the Red Rope domain(s).
- d) To manage Red Rope e.mail facilities.
- e) To ensure that computerised records are properly maintained and that there are suitable procedures where others are responsible for their maintenance.
- f) To manage the Red Rope discussion lists.
- g) To advise on the purchase of and, where possible, the use of hardware and software and IT related facilities.
- h) [Responsible solely for: Home Page; Red Rope Logo; About Red Rope page; Discussion list page; to check the external links work annually.](#)

16 Job Description of the Archivist.

- a) To maintain safely a collection of all future club publications produced Nationally. This includes the Bulletin, Monthly Information Sheet and Club Handbook as well as documents produced from time to time such as the Trip Organisers Pack.
- b) To keep any other relevant club material that regions may wish to send to the library.