

Clan Matheson New Zealand roles and responsibilities

29 August 2023

1 Background

The branch continues to flourish as a result of the goodwill and commitment of office-holders and other committee members, trustees, those with special roles and people generally who are interested in Matheson heritage and things Scottish.

The legal entity for the New Zealand branch of the Clan Matheson Society is Clan Matheson New Zealand, a trust established under the Trusts Act 2019 that is incorporated under the Charitable Trusts Act 1957 and is registered as a charity under the Charities Act 2005.

The charitable purpose and objects of the trust include to “provide continuance of interests in perpetuity for the non-incorporated group originally established as the New Zealand branch of the Clan Matheson Society” (paragraph 3(f) of the trust deed).

Governance of the entity is in the hands of the trustees of Clan Matheson New Zealand. The trustees may appoint a committee and may delegate any of their powers or duties to that committee or any other person (paragraph 10 of the trust deed).

In practice, this committee continues to operate in a similar way to the former committee of the New Zealand branch. The committee manages its own succession (subject to the trustees’ approval).

The branch committee ensures that the focus areas of Clan Matheson New Zealand remain at the core of its work. These are to:

- foster an interest in Matheson heritage
- forge links between people in New Zealand with Matheson heritage, and between them and kinsfolk in other countries
- help people with Matheson heritage find out more about their family history and stories.

2 Offices

In order to carry out its responsibilities the branch committee has several offices to perform particular functions.

Chair

Leading

- Lead the committee in its work to support and promote the purpose and objectives of Clan Matheson New Zealand.
- Convene and chair committee meetings.
- Convene and chair Clan Matheson New Zealand gatherings

Planning and reporting

- Lead the development of annual and longer-term planning for the branch.
- Ensure that a report evaluating progress with agreed plans is prepared for and with trustees and committee members.

Correspondence

- Regularly monitor the chair@matheson.org.nz email inbox and respond to messages as appropriate and report to the committee.

Secretary

- Handle the non-financial administrative matters of the branch.

Correspondence

- Regularly monitor the secretary@clanmatheson.org.nz email inbox, and respond to messages as appropriate and report to the committee.

Committee meetings

- Notify committee members, and others as agreed by the committee, of the date and location of meetings or gatherings as determined by the chair.
- Draft the agenda for meetings, for the chair's consideration and approval.
- Ensure any relevant information, including financial information provided by the treasurer, is available for the committee members several days before the meeting.
- Write and circulate minutes of committee meetings.

Record-keeping

- Keep the records and archives of the branch (Clan Matheson New Zealand) (including meeting minutes, planning and review documents, approved accounts and newsletters).

Treasurer

Financial management

- Receive and record incoming and outgoing payments.
- Ensure that the branch's finances are managed accurately and records are kept up to date.
- Make recommendations to the committee about income and expenditure, and investments or debts.

Reporting

- Prepare the annual statement of financial performance as required by Charities Services and other reports as agreed by trustees and the committee for presentation at the annual planning meeting and reporting as agreed by committee.

Committee members

- Support the chair in fostering and developing work to support and promote the purpose and objectives of Clan Matheson New Zealand/the New Zealand branch of the Clan Matheson Society.
- Participate in committee meetings, whether in person or virtually, and contribute ideas and energy to the branch.
- Use appropriate opportunities to encourage people to support and contribute to the branch.

3 Other roles

Other roles are necessary for the good running of the branch, but are not formal offices. They may be carried out by anyone appropriately qualified and interested, such as:

- an office-holder
- another committee member
- a person with an active interest in Matheson heritage and a commitment to the purpose and objects of the trust.

Edit and produce newsletter

- Actively seek contributions for a regular newsletter (frequency to be agreed by the committee; currently every quarter).
- Regularly monitor the news@clanmatheson.org.nz email inbox, and respond to messages as appropriate.
- Write material for the newsletter.
- Edit contributions
- Design and produce the newsletter.
- Provide an electronic copy of each issue (currently pdf) to the secretary for production of printed copies.

Distribute electronic newsletter (currently done by the editor)

- Develop and maintain a system for people to enrol to receive the newsletter.
- Maintain an up-to-date record of subscribers receiving the newsletter by email.
- Send an electronic copy of the newsletter to email subscribers.
- Make the newsletter available through the website and Facebook group.

Distribute printed newsletter (currently done by the secretary)

- Maintain an up-to-date record of remaining paid up subscribers to the printed newsletter.
- Arrange printing and posting of printed copies of the newsletter.
- Send renewal notices to the remaining subscribers with the December newsletter.

Website

- Develop and manage the architecture for the branch's official website www.clanmatheson.org.nz
- Write and maintain content for the website.
- Respond to comments posted on the website and report to the committee.
- Regularly monitor the web@clanmatheson.org.nz email inbox and respond to messages as appropriate.
- Report to the committee on website matters.

Social media

Develop social media

- Develop and manage the Clan Matheson New Zealand Facebook group www.facebook.com/groups/ClanMathesonNewZealand and any other social media channel approved by the committee.
- Write, solicit and edit appropriate content for these social media sites.

Monitor and respond

- Regularly monitor and respond to comments on social media sites.
- Report to the committee on social media matters.

Give genealogical advice (currently done through the newsletter, website and Facebook group)

- Encourage interest in family history, particularly with reference to Matheson heritage.
- Provide general advice on exploring Matheson heritage.

Piper

- Represent Clan Matheson New Zealand as agreed by the chair or committee.
- Play at branch events.

4 Chief's lieutenant

This is a personal appointment of the Chief of Clan Matheson. The Chief's Lieutenant is the Chief's representative in New Zealand.

The Chief's Lieutenant's role includes to:

- provide leadership and motivation to keep the Clan Matheson Society healthy and active in New Zealand
- keep the Chief informed on Clan matters in New Zealand
- act as communication channel between the Chief and New Zealand branch of the Clan Matheson Society.

Deputy Chief's Lieutenants are appointed by the Chief's Lieutenant with the approval of the Chief. They support the Chief's Lieutenant in carrying out his/her duties.