

Responsibilities for each Executive
Nomination Criteria
Rules for each post



None Executive posts included.
Co-opted positions also included.

Executive Positions Explained

ON-Line Version



Updated by Catherine Greenup 2013

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Dear Sir/Madam

We are delighted that you are interested in what AUHS have to offer. We hope that you have read some of the other books in this series created for on-line visitors for your convenience by subject. You should find much of what you need within these booklets.

Application forms are normally uploaded onto our website however if they have been removed for updating you can write or e-mail me National Secretary and I will send the relevant form right away. Address details are in the "Contact us" pages of this website.

This booklet has been designed specifically for visitors who are already members interested to learn more about what Executives do for AUHS, how our duties are organised and if they might be enabled to serve a time on the Executives themselves. It is a valuable point to know that you can put your Executive position on your CV to help you gain employment if you wish or need too, because it clearly demonstrates experience you have gained in a Charity context where you are caring for over one hundred paying members, a valuable point which many employers would feel are in favour.

This of course is important to everyone in AUHS but if you are a none-member this booklet will probably not be for you. You should bypass the boring stuff and use one of the other booklets to focus on the question of how to join and what you want you want to achieve from AUHS. If you take AUHS and our qualifications seriously as a Spiritualist, there isn't much we can't provide.

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Our Disclaimer

AUHS are obliged to display the UCPD within all our booklets and all our affiliated churches/groups so that visitors know whom to contact if they feel worried at all. If you want to join AUHS there is a lot of exciting stuff to explore and learn, but to keep you safe from the very beginning because naturally we don't know how much you already are aware of, the right place to begin to know us is with our own country laws.

The law was changed recently governing the way the Spiritualist movement is treated in the British Isles. The old Witchcraft law was repealed and replaced with the "Unfair Commercial Practices Directive" or "UCPD" for short. In other words we have been put under the banner of "Entertainment" simply because they didn't know where else to place us as mediumship has never been proven in material science. Spiritualists are seen as a minority religion within the UK and as such we enjoy the same rights as any other main stream religion such as the right to hold wedding services, naming ceremonies and funerals within own churches with our own Ordained Ministers. AUHS members who have completed some of our courses are also entitled to insurance and to put certain letters after their name if they wish.

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U.C.P.D

Important notification of changes to the Consumer Protection Unfair Trading Regulations (CPR's) which implement the Unfair Commercial Practices Directive (UCPD), came into force with effect from 1st April 2008

In order to attempt to comply with this Act your attention is drawn to the following:-

ALL PERSONS

Attending any of our services, whether there is a collection or charge for attending such service fully recognizes and

ACCEPT THAT:

- Any 'demonstration of mediumship' being undertaken is a form of experiment
- Results or expectations cannot be assured, or guaranteed
- Communication's form the departed may, or may not take place, which some people may find upsetting or distressing
- You may feel elated, satisfied, disappointed, shocked, and or disturbed.

Communication – 'from the departed' – though our mediums may include descriptions, personalities, mannerisms, shared memories personal details and other issues given in order to endeavor to prove their continued existence after the physical change called death.

If you are unsure whether you should attend please

ONLY SEEK THE ADVICE of a COMMITTEEMEMBER

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CHURCH MINISTER OR LAY OFFICER/ESS

Association mediums who are also members of USHA may wish to be individually insured through BALENS to cover themselves when doing private readings at home or elsewhere.

Mediums who are NOT healers can on becoming individual AUHS members receive favorable insurance from BALENS. On successful completion of the Basic Awareness Course and Diploma Course for Mediumship which gives the Diploma holder the right to put the letters (Dip) after their name.

Insurance for members per year

Insurance for non members per year.

The Association accepts no liability for the information contained therein.

Enquiries to any National Executive Member.

*Rev. S.Robertson
Founder President
From 1992-2012*

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Association of Universal Healers and Spiritualists

RULES OF THE EXECUTIVE

Executive

According to recent changes in British Law all Volunteers are now seen to have the same rights and privileges as the fully employed. This includes minimum wage, holidays, sick pay, the right to training, protection from bullying, etc., etc., however after having sought advice from the home office, AUHS Volunteers having agreed upon joining to be none paid volunteers will not receive a wage and as set out by AUHS Constitution and rules they are only entitled to reasonable Expenses. Other rights and protections for our Volunteers equal to the fully employed however do apply and have always been incorporated into AUHS Constitution rules and guidelines.

Trustees

The members of the Executive are automatically the trustees of the charity. It is important to say that whilst responsibility falls on the shoulders of individual Executives for errors made during carrying out their duties, AUHS as an Organisation is held responsible for major administration oversights and individual Executives if they have not committed any criminal actions against AUHS are therefore protected against the loss of their homes or other monies because of their service on the Executive.

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All Executives must be paid up ordinary, healer or Minister Members of the Association. Committee members of Affiliated Churches/groups may also serve on the Executive if they are also individual members of AUHS. You must be at least 18 years old and not hold a criminal record to apply for an Executive position.

None-members

None-members are not allowed on the Executive. None-members cannot take up co-opted positions. Some minor jobs can be done by a none-member (for example making stoles and printing certificates) only if agreed by all Executives during an Executive meeting. Expenses *only* paid to none-members if agreed at an Executive meeting prior to having done the job.

Retirement

Members of the Executive wishing to retire must do so in writing either to the President or one of the Vice Presidents and must ensure that their replacement has all the necessary information and paperwork to continue the satisfactory and smooth running of that position on the Executive. Until their resignation is received on the correct form they are still legally responsible for the trusteeship of the association.

Voting Rights

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All members of the Executive have voting rights on the Executive during an Executive meeting. Executives of course can also vote during the AGM and if they are healers, in the Healers meetings of the AWC each year.

Votes cannot be done over the telephone or in writing they must be carried out face to face during meetings. For votes to be valid there must be a quorum present at the meeting.

Some matters to be voted upon cannot be passed during an Executive meeting only the need to carry the vote forward to members during an AGM can be carried and noted within the minutes. Matters such as the need to increase membership fees or desire to add other courses and change rules (Executives must consult the Constitution before proposing new rules to ensure they are not unconstitutional) for example must include a membership vote during the AGM, Executives can only advise members why their proposal is required during and before that time in minutes or on the website giving members the opportunity or seek further advice before making their own decision during the meeting.

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Expenses

All reasonable expenses such as post and phone are paid. Executives can request up to £50 towards the cost of travel to any meeting more than 100 miles from home. The Association Treasurer must approve all payments. Payments are only authorised during attendance of an agreed Executive meeting if written on the official expenses form accompanied by the relevant receipts for each individual payment. To be paid expenses all Executives must be paid up ordinary, healer or Minister Members of the Association. None-members kindly offering to help can only receive payments if they have receipts for work done on behalf of AUHS and if the fee, work, time taken was agreed *prior* to it having been done during an Executive meeting and minuted.

Criteria for eligibility to stand as a member of the Executive:

1. All Executives must be fully paid up current members of the Association.
2. Membership of an affiliated Church or Group is not an individual membership of the Association.
3. You must have been a member for a minimum of twenty four months immediately prior to being nominated.
4. Only in extenuating circumstances if Executives agree the position needs to be filled urgently during an Executive meeting can you stand for the position with a minimum

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of twelve month membership of AUHS, length of membership having been confirmed by the membership secretary and the acting appointment is then minuted.

5. Avoid booking holidays on pre-arranged meetings dates.
6. Make every effort to attend the meetings even if the requirements for that post may differ (it is important for coherence of organisation and the progressing of Members requests, attendance at meetings will mean a reduction in lengthy delays where discussion at Executive level is necessary to agree upon members issues.
7. You must not have an existing criminal record.
8. You must be 18 years old or older.
9. By law you must stand down from your position at every AGM and be voted in for another year by a majority of members present.

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Membership Secretary (Executive Position criteria)

Experience

Secretarial or clerical experience and management of people in an office environment would be invaluable but not essential. Must have good telephone manner and live in the UK. Secretary will be expected to use a computer with internet/E-mail capabilities using Microsoft Word/Excel or other compatible packages. Secretary must be an organised personality being enabled to manage their own time and have the confidence to make their own decisions if not requiring the input of other Executives.

Applications

Are open to any long standing mature member without a criminal record. Church/Group Affiliated Committee Members who are also members of AUHS can apply, however they should be careful not to get themselves into a position of “Professional Compromise” whereby a “conflict of interest” between the needs of your own church/group members and that of AUHS Executive or all AUHS members could arise. As an Executive you would be expected to act in the best interests of all AUHS members churches and groups not just that of your own. An AUHS member should be invited by Executive to nominate themselves or will be asked if they agree to AUHS Executive nominating them into the position. In the real world however, if AUHS need a new Membership Secretary quickly and you feel

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you can fill the criteria you can indeed nominate or suggest yourself in writing to the President either prior to an Executive meeting or at least 14 days prior to the next nearest AGM.

Duties

Membership Secretary must be willing to attend AGM each year. There shall be no requirement to attend other three meetings but Membership Secretary must send in an up to date report each quarter. Will receive all AUHS new Membership Enquiries; will create new members details; will send out member's renewals and insurance Declarations; will keep membership records up-to-date; will produce information for BAHA healers insurance yearly to Treasurer; will keep all Executives informed about new members/lapsed/cancelled Memberships and changes to member's details (for other Executives correspondence) will distribute re-order Membership badges and both types of membership cards when necessary (Healers white ID card, members coloured renewal card); will organise yearly members ten year certificates and inform President and certificate printer at least two weeks prior to an AGM.

How to carry out these duties

All membership records are kept securely on one password protected memory stick. Paper records are scanned into this database under the respective member's named file and then paper records are securely destroyed to prevent the accumulation of paper-mountains. Membership Renewals are

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dealt with each month by post or e-mail or telephone with payments, lapses and cancellations recorded against individual members on the database. By Law AUHS can keep Members records for up to seven years once they have left AUHS. Therefore since 2012 members records are not destroyed but moved into a History database and kept securely for up to seven years. Records include coursework, upgrading, renewals, new memberships, letters sent and received. These records are vital for administration of some courses and positions within AUHS. They are never shared with anyone outside of AUHS or inside AUHS if they are not authorised personnel. Only the Membership Secretary has permission to change, record and update this database and he/she must keep other Executives apprised of these changes at each Executive meeting and AGM so that other Executives can manage their own correspondence for members. By using reports from these records AUHS Treasurer and other Executives can assess the stability of finances, numbers of members, lost and new memberships and any urgent or pending necessities required for AUHS future. Cheques are sent to Treasurer for payment into HSBC bank (or a paying in book can be held by Membership Secretary to do this on behalf of Treasurer, but Treasure must be notified of any payments made). If you would like a more in-depth idea of all the duties and how they are carried out please refer to the “Membership Secretary”

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Procedure list also on AUHS website. The membership database is a vital record for all aspects of the Administration of AUHS.

Association National Secretary (Executive position)

Experience

Secretarial or clerical experience in an office environment would be invaluable but not essential. Must have good telephone manner and live in the UK. Secretary will be expected to use a computer with internet/E-mail capabilities using Microsoft Word/Excel or other compatible packages. Secretary must be an organised personality being enabled to manage their own time and have the confidence to make their own decisions if not requiring the input of other Executives. Secretary must be willing to attend AGM each year. Must live in UK; must have computer with (Internet/E-mail Microsoft Access & Microsoft Word/Excel compatible packages), must attend AGM each year plus all Executive meetings.

Applications

Are open to any long standing mature member without a criminal record. Church/Group Affiliated Committee Members who are also members of AUHS can apply, however they should be careful not to get themselves into a position of “Professional Compromise” whereby a “conflict of interest” between the needs of your own church/group members and that of AUHS Executive or all AUHS members could arise. As an Executive you

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would be expected to act in the best interests of all AUHS members churches and groups not just that of your own. An AUHS member should be invited by Executive to nominate themselves or will be asked if they agree to AUHS Executive nominating them into the position. In the real world however, if AUHS need a new National Secretary quickly and you feel you can fill the criteria you can indeed nominate or suggest yourself in writing to the President either prior to an Executive meeting or at least 14 days prior to the next nearest AGM.

Duties

If AUHS does not have a "Minute Taker" it's Secretaries job to take prepare and distribute Agenda's and Minutes for Executive Minutes only, in that event Secretary must also save a copy of the Agenda and Minutes into Archive files for future use. Secretary's responsibility is also to type Executive Correspondence and room bookings for Executive Meetings only.

AGM Arrangements

The AGM is arranged by President not the Secretary although Secretary may be asked to assist with design and printing of posters to advertise the event. AWC is most often cordially invited by Affiliated churches/groups who wish to host/organise the event and this can be held anywhere in the UK.

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Contacts/Correspondence and updating manuals

Members and Executives will contact Secretary to obtain:

- a. Enquiries Manual
- b. Members Welcome Manual
- c. Affiliation Manual
- d. Ministers Handbook
- e. Healer Leader Assessment Papers
- f. All Application Forms
- g. Minutes Archives Booklets
- h. Development of Mediumship Booklet
- i. Copies of letters/posters/Minutes/Agendas
- j. Constitution & Procedure Booklets

Some of the booklets above are only provided on-line or by e-mail in PDF document form so these cost nothing to produce and share. All are held on memory stick. The books can be printed and bound and some like the “Members Welcome Manual” is also provided in this way incorporated within documentation for new members.

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AUHS Course Booklets

These are managed by the Executive who oversees these courses, however as National Secretary you need up-to-date copies for your files to safeguard against the event of them being lost in changeover of Executives. These books are as follows:-

- a)  Basic Awareness Course
- b)  Diploma Course
- c)  Ministers Course

National Secretary will liaise with all Executives to keep manuals/application forms/price list etc. current. Secretary may be expected to design a new look for AUHS documentation in keeping with the changes and to make manuals cheaper to print, post, fresh and bright, easier to understand and eye catching. Secretary will liaise with webmaster to put these on-line. Secretary takes messages and passes on information, enquiries, queries and complaints, to keep all Executives and members well informed. Secretary has voting rights on the Executive and at the AGM. For a more in-depth understanding of what National Secretary is expected to do and how he/she carries out their duties please refer to “National Secretary Procedure list”. Post is for 1 year re-elected each year at AGM.

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Healer Representative (Executive Position)

Experience

Healer Representative would benefit by secretarial or clerical experience in an office environment but it's not essential. Must have good telephone manner and live in the UK. Healer Representative will be expected to use a computer with internet/E-mail capabilities using Microsoft Word/Excel or other compatible packages. Healer Representative must be an organised personality being enabled to manage their own time and have the confidence to make their own decisions if not requiring the input of other Executives. Secretary must be willing to attend AGM each year. Must live in UK; must have computer with minimum Windows 98 (Internet/E-mail Microsoft Access & Microsoft Word/Excel compatible packages), must be willing to attend AGM and Healers/Healer Leaders meeting each year and must attend most Executive meetings.

Applications

Applicants will be drawn from Healing members or Healer Leaders within AUHS. The position is open to any long standing mature healer member without a criminal record. Churches/Groups of Affiliated Committee who are also members of AUHS can apply, however they should be careful not to get themselves into a position of "Professional Compromise" whereby a "conflict of interest" between the needs of your own church/group members and that of AUHS Executive or all AUHS

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members could arise. As an Executive you would be expected to act in the best interests of all AUHS members churches and groups not just that of your own or even yourself. In the real world, if AUHS need a new Healer Representative quickly and you feel you can fill the criteria you can indeed nominate or suggest yourself in writing to the President either prior to an Executive meeting or at least 14 days prior to the next nearest AGM.

Duties

Healer Representative must keep a reasonable stock of BAH Training Manuals and purchase new stocks from BAH with permission of President preferably new purchases requested and agreed upon during an Executive meetings. Healer Representative will not be expected to pay for the manuals themselves BAH will send the invoice either directly to our Treasurer to you. Healer Representative must keep accurate records of distribution of Training Packs and costs of purchase and postage of same providing a break-down of costs as necessary to Executives periodically. All delivery notes for such purchases must be sent to Treasurer along with any invoices received. Healer Representative also distributes Healer Leader Training Guides when required. It is Healer Representative's responsibility to liaise with National Secretary and keep all AUHS Manual documentation current including all required AUHS documentation within Training Packs prior to distribution. If

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AUHS doesn't have a Vice President South, Healer Representative must undertake upgrading of Members from Probationer to Full Healer and Full Healer to Healer Leader where requested. Healer Representative is the first port of call for all Healer Leaders within AUHS and must be prepared to assist with enquiries, complaints and new memberships taking their concerns to an Executive Meeting where requested.
(Post-holder is re-elected each year at AGM)

Treasurer (Executive Position)

Experience

Secretarial, clerical, invoicing or accounting experience would be invaluable for position but not essential. Applicant must have good telephone manner. Treasurer will be expected to use a computer with internet/E-mail capabilities using Microsoft Word/Excel or other compatible packages. Treasurer must be an organised personality being enabled to manage their own time and have the confidence to make their own decisions if not requiring the input or votes of other Executives. Treasurer must be willing to attend AGM each year and be enabled to provide financial information when requested by Executives. Resolving financial problems and queries efficiently and quickly is also important.

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Criteria

Applicant must be a fully paid-up Ordinary, Healer or Minister member of AUHS for a minimum three years. Applicant must live permanently within the UK.

Application

You must not hold any other Executive post. Must live permanently in the UK and must be willing to attend AGM each year. Applicant must be a mature person and must not have a criminal record. Because this position by its nature is the material energy which feeds everything we do within AUHS in truth no organisation can survive without a certain amount of funds and it demands a certain amount of professional skill from a very trusted long standing AUHS member. Ideally this is not totally a voted position. An AUHS member should be invited by Executive to nominate themselves or will be asked if they agree to AUHS Executive nominating them into the position. In the real world however, if AUHS need a new Treasurer quickly and you feel you can fill the criteria you can indeed nominate or suggest yourself in writing to the President either prior to an Executive meeting or at least 14 days prior to the next nearest AGM.

Duties

If you are chosen the books and training will be given from the previous Treasurer. There is no requirement for you to attend other meetings, however since you will be expected to hand out Expenses during these meetings attendance is of course much

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appreciated by other Executives. If you can't attend a meeting Expenses will be sent to you by post. You must still hand to the President or a Vice President an up to date report each quarter for the meetings where the health of AUHS finances can be carefully monitored. The Treasurer must keep full accurate and auditable accounts. AUHS doesn't currently need to have its books audited because our income falls far below the guideline amount. However the Treasurer shall arrange to have financial year end figures for members during the AGM and to present an annual return to the Charity Commission if requested. Treasurer also organises Gift Aid payments to AUHS from members and advises if AUHS needs to raise more funds through donations or fee increases or if AUHS is secure financially. Treasurer makes payments to BAHA each year for healing insurance and needs exact number of individual Healing members in AUHS, report given by Membership Secretary to ensure AUHS don't pay more than necessary for each individual Healer because BAHA don't give refunds. Treasurer also advises if AUHS can afford to make unusual one off purchases such as equipment for administration purposes by Executives agreed and minuted during an Executive meeting. For any monies to be paid out of AUHS bank account there must be at least two signatures on the cheque one of which must be the Treasurer, the other must be the agreed signatory (either President or National Secretary). HSBC won't

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otherwise authorise payments. The post is for 1 year re-elected at AGM.

Vice President (North) – (Executive Position)

Experience 

As Trainer

Because Vice President North is also AUHS Trainer post holder must be very widely experienced in Spiritual Awareness and The History of Spiritualism and have been within the Spiritualist Movement for at least five years serving as Speaker/Demonstrator. He or she must employ high standards of accurately and literacy and be fully capable of acting as Trainer in the administration and marking of these correspondence courses on Behalf of AUHS (See Trainer below for full details).

Everyday Experience

Secretarial or clerical experience and/or management of people would be invaluable for position but not essential. Applicant must have good telephone manner and reasonable standard of English Literature/Language education. Vice President will be expected to use a computer desk top or laptop with internet/E-mail capabilities using Microsoft Word/Excel or other compatible packages. Because AUHS doesn't have employees located within one building and our Churches/Groups are spread out over the whole of the UK. Executives will most often find themselves working alone from their own home or car. Your main contact

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with other Executives and members will be through the telephone, e-mail and the internet, therefore Vice President should have had experience in organising and managing their own time in the workplace whilst prioritising their own work load and have the confidence to make their own decisions if not requiring the input or votes of other Executives. Should have an organised mind disciplined to the completion of tasks and dedicated to working within a team driven organisation held together by quarterly meetings and our once yearly AGM.

Criteria

Must be a fully paid-up Ordinary, Healer or Minister member of AUHS for a minimum three years and be involved in the movement for a minimum of seven years.

Applications

Are open to any long standing mature member without a criminal record but this is not totally a voted or nominated position. Church/Group Affiliated Committee Members who are also members of AUHS can apply, however they should be careful not to get themselves into a position of "Professional Compromise" whereby a "conflict of interest" between the needs of your own church/group members and that of AUHS Executive or all AUHS members could arise. As an Executive you would be expected to act in the best interests of all AUHS members churches and groups not just that of your own. An AUHS member should be invited by Executive to nominate

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None Executive posts included.
Co-opted positions also included.

themselves or will be asked if they agree to AUHS Executive nominating them into the position. In the real world however, if AUHS need a new Vice President (North) quickly and you feel you can fill the criteria you can indeed nominate or suggest yourself in writing to the President either prior to an Executive meeting or at least 14 days prior to the next nearest AGM. You will be interviewed by at least two existing Executives prior to the AGM and if accepted you must then stand for the position during the AGM where all members present will vote on whether or not they are officially in that position. Until you are voted into the position by all members present at the AGM you will be known as the “Acting President” carrying full responsibilities and duties from that moment onward.

1. Tenier 

This post is for 2 years. The original hope was that if AUHS have two Vice Presidents a two year tenier would help stagger the positions avoiding the problem of not having any at all. You can in reality keep this position as long as you wish or so long as you are not voted out and must resign in writing.

2. Standing Down vote 

By law all Executives even if your post on paper has a tenier of more than one year are stood down from their positions at the beginning of every AGM whether they want too or not. This might seem to be a strange practise but actually it's a healthy one, because it prevents any one person hogging a position they

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None Executive posts included.
Co-opted positions also included.

might be ill suited for or just allows an existing Executive to leave quietly if they don't want to continue but don't wish to hurt anyone by leaving. Allowing another member to take over brings fresh ideas and new important motivation. This means for a matter of five minutes or so legally AUHS hasn't got any Executives at all until they are voted in again by all members present.

3. Document of Intent

Previous to each AGM (about 14 days before) Executives should have signed a consent form (from Secretary) or sent an e-mail or letter to the Secretary or President declaring their intentions to either stand again for their Executive position or resign leaving that position vacant. This allows the President to call for the correct voting at the AGM and to know which positions are vacant and which are not.

4. Trying Another Position

Current Executives can also ask if they can leave their present position to try another Executive position which is a good practise meaning more Executives have the right experience to cover quickly in time of crisis.

Duties

When you first take over the duties of Vice President other than the major responsibilities discussed here together with the already written procedures, you will be expected to create your own way of carrying out the jobs. So for a time it is a quite steep

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None Executive posts included.
Co-opted positions also included.

learning curve through which you will be guided by other more Experienced Executives if you ask for help. But don't panic because this method of working in fact is very much to your advantage. This is because everyone works differently and has very different skills and things they want to achieve within the position they have taken on. Your lifestyle and home commitments will differ greatly from previous Executives so AUHS can't impose too much upon your kindness in taking on this work, the modern "Smart Working" comes very easily to AUHS within AUHS that's why mastering the skill of personal time management is so important. Being a Volunteer can't ever mean you don't have time for your private life but getting your duties done in professional manner is still very important to our members. AUHS often benefits from Executives sharing their new ideas and work methods.

Responsibilities

Vice President North covers all areas above "Yorkshire" and must be willing to travel throughout Britain visiting Churches and Groups. Be available by phone to offer advice and assistance to members and groups if asked. Be willing to Chair meetings in the absence of the President and must attend the AGM and a majority of other Executive meetings, when AUHS are lucky to have both Vice Presidents the longest service Vice President on the Executive will chair. In the event of the President leaving his/her post prior to the end of term, it is usual that the longest

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None Executive posts included.
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servicing Vice President on the Executive would stand in temporarily as “Acting President” and if they fulfil most of the criteria for President they will then be invited to take the President’s position officially pending voting at the next nearest AGM.

Vice President South (Executive Position)

Experience

Secretarial or clerical experience and/or management of people would be invaluable for position but not essential. Applicant must have good telephone manner and reasonable standard of English Literature/Language education. Vice President will be expected to use a computer desk top or laptop with internet/E-mail capabilities using Microsoft Word/Excel or other compatible packages. Because AUHS doesn’t have employees located within one building and our Churches/Groups are spread out over the whole of the UK. Executives will most often find themselves working alone from their own home or car. Your main contact with other Executives and members will be through the telephone, e-mail and the internet, therefore Vice President would benefit from experience in organising and managing their own time in the workplace whilst prioritising their own work load and have the confidence to make their own decisions if not requiring the input or votes of other Executives. Should have an organised mind disciplined to the completion of tasks and

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None Executive posts included.
Co-opted positions also included.

dedicated to working within a team driven organisation held together by quarterly meetings and our once yearly AGM.

Criteria

Must be a fully paid-up Ordinary, Healer or Minister member of AUHS for a minimum three years and be involved in the movement for a minimum of seven years. Applicant must live permanently within the UK.

Applications

Are open to any long standing mature member without a criminal record but this is not totally a voted or nominated position. Church/Group Affiliated Committee Members who are also members of AUHS can apply, however they should be careful not to get themselves into a position of “Professional Compromise” whereby a “conflict of interest” between the needs of your own church/group members and that of AUHS Executive or all AUHS members could possibly arise. As an Executive you would be expected to act in the best interests of all AUHS members churches and groups not just that of your own. An AUHS member should be invited by Executive to nominate themselves or will be asked if they agree to AUHS Executive nominating them into the position. In the real world however, if AUHS need a new Vice President (North) quickly and you feel you can fill the criteria you can indeed nominate or suggest yourself in writing to the President either prior to an Executive meeting or at least 14 days prior to the next nearest

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None Executive posts included.
Co-opted positions also included.

AGM. You will be interviewed by at least two existing Executives (President and Vice President or Secretary) prior to the AGM and if accepted you would be “Acting Vice President (North)” until the AGM when all members present will vote on whether or not they agree you should be officially in that position and will be known as the “Vice President (North)” carrying full responsibilities and duties for that position from that moment onward.

5. Tenier

This post is for 2 years. The original hope was that if AUHS have two Vice Presidents a two year tenier would help stagger the positions avoiding the problem of not having any at all. You can in reality keep this position as long as you wish or so long as you are not voted out and must resign in writing.

6. Standing Down vote

By law all Executives even if your post on paper has a tenier of more than one year are stood down from their positions at the beginning of every AGM whether they want too or not. This might seem to be a strange practise but actually it's a healthy one, because it prevents any one person hogging a position they might be ill suited for or just allows an existing Executive to leave quietly if they don't want to continue but don't wish to hurt anyone by leaving. Allowing another member to take over brings fresh ideas and new important motivation. This means for a matter of five minutes or so legally AUHS hasn't got any

Responsibilities for each Executive
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None Executive posts included.
Co-opted positions also included.

Executives at all until they are voted in again by all members present.

7. Document of Intent

Previous to each AGM (about 14 days before) Executives should have signed a consent form (from Secretary) or sent an e-mail or letter to the Secretary or President declaring their intentions to either stand again for their Executive position or resign leaving that position vacant. This allows the President to call for the correct voting at the AGM and to know which positions are vacant and which are not.

8. Trying Another Position

Current Executives can also ask if they can leave their present position to try another Executive position which is a good practise meaning more Executives have the right experience to cover quickly in time of crisis.

Duties

Vice President must be willing to attend AGM each year and be enabled to travel to churches/groups to help solve problems and advice upon AUHS matters together with responsibilities as per below.

Responsibilities

1. Courses Support

Vice President South acts as support to Vice President North and may be asked to cover the position of "Trainer" and keep AUHS

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None Executive posts included.
Co-opted positions also included.

courses moving forward in the event of illness or retirement of Vice President North or simply to assist with the workload.

2. References

Currently Vice President South of UK follows up references for all certificates and diplomas upgrading Probationer's to Full Healers and Full Healers to Healer Leaders by sending out standard letters and forms and collating these returned for the next meeting for their own areas.

3. Ambassador

Travelling to Affiliated churches/groups to help resolve problems and queries and advice upon courses. Visiting new applicants for Affiliation with AUHS to help them fill in forms and explain what AUHS can offer.

4. Data Protection Officer

Vice President South monitors Data Protection throughout AUHS. Ensuring all members fully understand the importance of following the laws for protection of personal information.

5. DBS Administration

Formerly called CRB testing, this is carried out on all Healers within AUHS through the Home Office website. Partly administered by Healer Leaders, the final part is done by Vice President South using the secret passwords and user names supplied by the Home Office. There are two types of DBS but AUHS will only adopt one of them from AGM 2013 (Full Disclosure Checking Service or Full Disclosure private). Both of

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them are registered in the same way however the checking service must be paid for).

President

Experience and Criteria

President must have a very good educational standing in English Literature and Language. He or she must be an experienced speaker/demonstrator ideally a Diploma holder and Ordained Minister enabled to hold an audiences interest confidently whilst giving demonstrations talks or lectures which include general knowledge with a wider understanding and acceptance of the world's major religions spiritual history and an awareness of what is happening in the world that affects humanity and spirituality and ultimately the law. He or she must be well known and well respected within AUHS, must have been a member of AUHS for not less than five years with an additional minimum involvement in the Spiritualist movement for not less than ten years. Prior experience on AUHS Executive in other Executive positions would be a distinct advantage.

Duties and Responsibilities

1. Files Storage

The requirements and duties of President are somewhat similar to Vice President with the addition of necessity to provide somewhere to store all the files and documents of the Association. Many of the files etc. are now stored on memory

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None Executive posts included.
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stick by individual Executives, however archives should be kept by President to protect against their loss and some other documents will still be hard copy.

2. Ordination Services

President will organise and take the Ordination services for Lay Officers (if President is a Minister).

3. Certificates

President will organise the printing of all Diplomas and other course certificates, signing each one to authenticate them. The President will also organise the ten year certificates with the help of membership secretary in preparation for the AGM.

4. Signatory

The President is the main signatory for the Treasurer needing to pay bills etc., from AUHS bank, President has the authority to hold paying in books and may assist the Treasurer in paying bills. However there must be two signatures on any cheques paid out and the signatures can only be from authorised AUHS signatories (Treasurer, President or Secretary).

5. AGM

President will organise the date and venue for AUHS once yearly AGM. He or she will also book the workshops and any other event for the day. The Secretary can assist if asked by designing itinerary and having fliers and tickets printed. The room may be chosen if an AUHS Affiliated church/group agrees to host that

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years AGM, if no one comes forward to offer, President or Secretary will book at least two rooms for the whole day.

6. Chair

It is Presidents responsibility to chair every AUHS Executive meeting, AGM, Healers and Healer Leader meetings and if President is also a Minister, President will also chair the Ministers meeting. In the event of a tied vote, President will always have the casting vote. The President always holds the final decision upon any matter with the view to the resolution of disputes. President has the right to call emergency meetings. If President can't attend a meeting longest serving Vice President shall Chair.

7. Administration

The President will be expected to liaise closely with BAHAs and BALENS and other bodies which AUHS are involved with or wish to be involved with. President must try to attend BAHAs once yearly AGM in London. President acts as ambassador for AUHS encouraging other freelance spiritual groups or churches to Affiliate with AUHS. President must be in a position to first advise Executives and then members upon any changes within British Law which affect us. President must be willing to travel widely within the UK supporting already Affiliated Churches/Groups. President may be invited to attend radio programmes or give Newsletter talks about AUHS and Spiritualism.

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None Executive posts included.
Co-opted positions also included.

8. Appointing Executives

President will help with appointing new Executives (Suggestions, Invitations and interviews).

Application

If the post becomes vacant, application is achieved first through invitation from existing Executives in favour of a member fulfilling all if not most of the criteria described above. If accepted the applicant would then be known as “Acting President” until being officially voted into the position by a majority during the AGM by all members present. In the event of the President leaving his/her post prior to the end of term, the longest serving Vice President on the Executive would stand in temporarily and an EGM (Emergency General Meeting) should be called by that Vice President within 2 months to elect a replacement (temporary or permanent). If the longest serving Vice President on the Executive fulfils most of the criteria for Presidents position it is usual for that Vice President to step into the President’s position as “Acting President” pending being officially voted in by all members present at the AGM.

1. Tenier

This post is for 2 years on paper. You can in reality keep this position as long as you wish or so long as you are not voted out and must resign in writing.

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None Executive posts included.
Co-opted positions also included.

2. Standing Down vote

By law all Executives even if your post on paper has a tenier of more than one year are stood down from their positions at the beginning of every AGM whether they want too or not. This might seem to be a strange practise but actually it's a healthy one, because it prevents any one person hogging a position they might be ill suited for or just allows an existing Executive to leave quietly if they don't want to continue but don't wish to hurt anyone by leaving. Allowing another member to take over brings fresh ideas and new important motivation. This means for a matter of five minutes or so legally AUHS hasn't got any Executives at all until they are voted in again by all members present.

3. Document of Intent

Previous to each AGM (about 14 days before) Executives should have signed a consent form (from Secretary) or sent an e-mail or letter to the Secretary or President declaring their intentions to either stand again for their Executive position or resign leaving that position vacant. This allows the President (or Acting President) to call for the correct voting at the AGM and to know which positions are vacant and which are not.

4. Trying Another Position

Current Executives can also ask if they can leave their present position to try another Executive position which is a good practise meaning more Executives have the right experience to

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cover quickly in time of crisis. Executives are often called upon to fill-in and carry out other positions if an Executive is ill or leaves and there isn't a replacement for that position. However in that case, the Executive must not take that position on permanently together with their usual position, partly because if one Executive has too many duties to carry out it becomes more difficult to find a replacement. Splitting the duties fairly between Executives makes the work lighter to perform in our daily lives.

Trainer

Undertaken by:-

Although this position stands on its own by which I mean it's a kind of floating position which can be taken into any Executives duties. It has historically speaking been carried out by Vice President North because Rev Glenys Clarke created this position and most of the courses when she was Vice President North before the year 2000 until about 2011. However, either Vice President's can act as Trainer, each Executive supporting the other in time of illness or resignation.

Experience, Criteria

Experience and Criteria required is the same as either Vice President. Trainer must be very widely experienced in Spiritual Awareness and The History of Spiritualism and have been within the Spiritualist Movement for at least five years serving as Speaker/Demonstrator. He or she must employ high standards

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None Executive posts included.
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of accurately and literacy in English language and literature and be fully capable of supporting students through their chosen course with patience and compassion using essays in correspondence by post, e-mail or telephone.

Training Technique

Working at the students own steady pace is very important remembering that many students are mature and may not have done a course since leaving school. Marking papers with confidence and constructive encouraging comments will make the course less intimidating enjoyable and deeply informative. Employing discussions over the internet or by telephone could be used as short participative lectures whilst training. Helping students feel more engaged in and proud of their work, inspiring different imaginative ways to answer the questions injects individualism into everything they do from that moment forward because of your proactive support. Sometimes the Trainer becomes the Student so you will gain as much enjoyment and new knowledge as you care to give.

Role of Trainer

The role of Trainer is extremely important for AUHS and the manner in which a trainer teaches will leave a lasting mark on their student's life future material and spiritual development. Never underestimate your position as Trainer or the Students capacity for individual growth. If AUHS is to be respected largely

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through our certification the Trainer is at a pivotal place in our hopes for a strong well educated but compassionate organisation.

The Secret Ambassador

Although Students can't take their certificates to other organisations outside of AUHS, they surely will take their knowledge and use it every time they work for spirit everywhere they go whether that be within AUHS or other organisations. Our knowledge is like a secret Ambassador flowing from the roots of our first Trainer or Teacher it is seen in our attitude and bearing by everyone we meet in whatever we do or say. Often you can tell where a person's spiritual understanding comes from by the terminology in words of explanation and by what they have come to believe in. Our Principles the style of Hippocratic Oath way in which our mediums and healers work all gradually brings together a recognisable religious identity which couldn't belong to any other but AUHS members. So training has to be standardised and its content must be uniquely AUHS in style and feeling and meaning. Although AUHS and our members do deeply believe in the Nazarene called Jesus and in his spiritual teachings. We don't believe he was the only son of God. Jesus was perhaps the greatest Healer and Medium who ever lived a man far ahead of his time in ideals of equality in God for all no matter gender race colour ability social level or belief. Although

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we are worlds apart from modern and ancient times, in many ways the holy bible is still relevant today and many of our European Laws and even the American Constitution find their foundation within the Holy Bible so it isn't the book by which AUHS are totally known. We are a combination or accumulation of all. Yes we are mainly Christian but with a deeper meaning which goes beyond the mortal man Jesus whose teachings acted like a doorway opening to the spirit realms, Jesus taught us about his father God the eternal living consciousness a healing energy to which we all belong and which has no physical form. We don't worship "graven images" even though the human mind needs something arboreal to identify with. We teach about the feelings and healing light of Spiritual compassion and love. With a very special relationship we walk hand in hand with our founder and first teacher whose beautiful words and calming ways lift us into our understanding of the life eternal. I would say if any teacher needs a mentor or someone to aspire to you wouldn't go far wrong if your foundation happened to belong to one of the many Christian faiths. But don't forget about the other Mainstream Religious teachers who taught very much the same thing, Mohamed for example and Buddha.

Spiritualist Foundation

The foundation for Spiritualism whether we like it or not lies very firmly with "The Spiritualist National Union" (SNU) it is because of the hard work of their brave pioneers over a hundred years

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ago that leaders came together and doctrine was set down which the laws of the land agreed could be legally practised. There is a strange parallel in history which links us with the early beginnings of Christianity when Emperor Constantine sat down with the Romans and together they wrote a doctrine for these new strange people who had previously been outlawed and called themselves Christians. Protection within the laws of the land is extremely important and this is what AUHS strive to maintain for our members. Now Spiritualists just like Christians can preach and teach in the open instead of mysteriously and illegally behind closed doors. Collectively our birth place, in one sense, was a city called Washington in the USA rather than Jerusalem. Even though we weren't thrown to the lions by ignorance or persecution back then many of our founding healers and mediums even recently have been jailed, so we must never take our chosen belief lightly or abuse it and whether or not we like the founding fathers rules and doctrine that made us separate and take our particular path we must at least honour the invaluable work they have done which made it possible for Spiritualism to exist at all as a religious faith with equal respect and rights in British Law alongside mainstream religions we can have our own Ministers and hold our own services within our own Affiliated Churches/Groups displaying our own particular identity within the whole Spiritualist movement. SNU, Christian Spiritualists and AUHS, as a teacher that is goal you are seeking

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None Executive posts included.
Co-opted positions also included.

to achieve. Maintaining consistent high standards in our members whilst allowing them room to grow in their own particular way.

Making Our Mark

AUHS members should be helped to open their minds to the acceptance and better understanding of all great teachers who in their own way changed the world and gave us the opportunity to enjoy a better life whilst on earth. AUHS identity needs to somehow shine out from the rest and yet encompass them all with one most powerful and beautiful understanding “Love Unconditional” within those two words is everything we will ever need to learn or know or share with others in both sides of life. AUHS isn’t a Religion it most certainly is, a way of life.

Inspire to Stay

You might wonder why the long description and history talk above, the reason is to inspire you to stretch yourself again by searching deeper into your mind and inner spirit learning ever more about yourself and what spirit and spirituality means to you and importantly where AUHS fits into this very personal picture of who you are. A good teacher is always a few steps ahead of their students and should always be enabled to answer any questions which arise unexpectedly out of the work given. Being a teacher doesn’t mean you don’t have anything else to learn. If you want to progress from student to teacher to a

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None Executive posts included.
Co-opted positions also included.

professor and expert in your sphere of work ensure that you faithfully engage with each one of your students and give them a feeling of one to one tuition with openness and a willingness to always be there to help. It will be an interesting time ahead for everyone involved and a very good way to pull AUHS firmly together with one very clear voice. Our aim is to keep our students with us once they have passed their curses “paying back” their new found individual strength to new AUHS members for the sake of AUHS. You never know, one day one of your students might become a great teacher out of the foundation you have built within them. Give them a joy for reading and the seeking of knowledge that enlightens and inspires others because of what they do.

Two steps ahead or behind

The same is the case for our teachers and guides in the spirit side of life. Isn't it something special to think you might be following two steps behind them in your special individual way learning from a higher school of thought. Never underestimate who you are or what you hope to achieve in yourself or instil within your students. Teaching is never easy and you will always feel as if you could have done something more. Your guides and helpers in spirit will support you when you ask for help to mark the papers or write the new questions or correct a badly written essay but for the most part you will have to learn to stand out from the crowd because you will be in demand and everyone will look to

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None Executive posts included.
Co-opted positions also included.

you expecting you to always know the answers as a teacher always should. Be modest and unafraid to say you don't. And then stretch your mind and find your own truth. If to be an AUHS Trainer is either your own choice or just thrust upon you because you happen to be the new Vice President North. Please remember if you feel inspired by the task, so will your students and then you will all enjoy the experience of learning and ultimately AUHS will benefit from knowledge gained and shared.

Trainer Tenier



Post is for one year re-elected at AGM alongside the Vice Presidents re-election.

Responsibility



Trainer is responsible for the running of three AUHS courses

1. The Basic Awareness course
2. The Diploma Course
3. The Speaker/Demonstrators Course
4. The Ministers Course

These are mainly achieved by correspondence with the support of all other Executives. Your word is final in the event of a dispute over marking. But you can ask another Executive for a second opinion to help appease a student's worries over fairness and impartial marking of work. You are authorised to return

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None Executive posts included.
Co-opted positions also included.

work which is poorly written or presented and ask for it to be rewritten.

Supporting Disability

In the event of a student with dyslexia or who is visually impaired for example you can allow the student one named person to write down their answers so long as that person does not offer their own ideas.

The right to refuse

You have the right to refuse to support a student or new applicant but you must present your reasons to the Executive.

Failing a Student

If you fail a student you must give them a second opportunity to pass within a certain lapsed space of time without having to pay for the course again.

Cancelling their Course

In the event of a student cancelling their course, there is no refund of fees in most cases although fees have been refunded in some circumstances to remain compassionate.

Safeguarding Course Work

Students are always responsible for the safety of their work when in transit they must copy their work to protect it. You cannot be held responsible for course work lost in post. You are allowed to store a copy of the students work on memory stick in a file against their name for future reference. However you

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None Executive posts included.
Co-opted positions also included.

cannot use this work at all without the permission of the Student for anything other than the passing of their course.

Who does work belong to?

Student's work always belongs to the student and is always copyrighted to them not AUHS. If the Student asks for their course work back you must send it back. You must be careful to ensure the Student doesn't break the copyright laws by referring to someone else's published work without having declared it is not their own. They must use a Bibliography to reference these and in this way you will know how they found this work to answer their question.

Keeping Student Records

It is your responsibility to keep accurate records for each Student about their progress through the course and these records are data protected so must be kept in a secure place and never shown to any unauthorised person. The records will help you understand whether or not to pass the student and how to explain their progress to Executives who must also make the decision whether to pass or not mainly by your advice.

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None Executive posts included.
Co-opted positions also included.

Newsletter Editor (Co-Opted Executive Position)

Criteria

Must live in UK; must be a fully paid up member of AUHS for at least one year, must have computer with minimum Windows 98 (Internet/E-mail Microsoft Access & Microsoft Word/Excel compatible packages), must have very good English literature and language skills. Previous experience with writing is not essential but would be invaluable. Must be willing to travel to seek inspiration from members and visit churches/groups to gain interviews. Post Holder must maintain a very high standard of accuracy and professional integrity.

Meetings

Does not have to attend any Executive meetings but can if they wish. Can vote during an Executive meeting or an AGM but can't vote by proxy through someone else by e-mail or telephone. Voting must always be face to face.

Proof Reading

Must take a copy of their Newsletter to Executive meeting show Executives before it is sent to members and/or send a copy to the President to help with proof reading prior to printing.

How many per year

Must produce two Newsletters per year (April/October)

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None Executive posts included.
Co-opted positions also included.

Content

Typically the News allowed within these should come from AUHS members and affiliated churches/groups, for example news about the passing of members, member's successful completion of courses.

Church/Group News

Church/Group upcoming events or news arising from those events.

Participative literature

Poems and clean Jokes as well as channelled writings can be included, news about other Spiritual Organisations, known changes in the law concerning Spiritualism and our members.

Executive's Section

Executives are allowed to give you information to include within the Newsletter which may be important to members. Up-coming issues, AGM impending voting etc.

Advertising

Paid for adverts in the back of the Newsletter are allowed from members and possibly from other organisations so long as they are spiritual related, for example members websites, small businesses and the selling of personal goods.

General Content

In fact most content suitable for a small spiritual organisation Newsletter will be accepted so long it is never rude or disrespectful to members or none members.

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None Executive posts included.
Co-opted positions also included.

Witnesses and evidence

Any news should be corroborated before being printed to avoid embarrassing untruths or unrelated gossip and rumours being printed which could be called slanderous or may harm the reputation of churches/groups or individual members. The Newsletter is not a platform for backbiting or jealousy within churches/groups. Nor is it the place to discuss disciplinary matters. The positive practise of good conduct should always be encouraged through the Newsletter and members, churches/groups should be praised for charitable work or acts of compassionate kindness.

Protecting copyright of others

Newsletter editor must be careful never to plagiarise other writer's material (photographs or the written word) but always to declare the source and context from which the material was taken.

Letters to Editor

Letters to Editor can be popular and can spark interesting serial style discussions but the word length allowed should be controlled as they can be quite involved. Editor can suggest a subject to get things started and ask members for their own points or questions which they like to be discussed.

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None Executive posts included.
Co-opted positions also included.

Things of general interest

Country pursuits such as letters or illustrated articles about beautiful spiritual places to walk or ride or visit and go fishing a particularly nice holiday or hotels to stay can be written about. Recipes can be printed, knitting pattern, cake decoration, pet stories etc. all are popular articles and members can be invited to offer their own ideas.

Lack of Material

This is when a Newsletter Editor gets the exciting personal chance to really display their reporting writing and Editorial skills. Newsletter Editor must be enabled to pad out the edition where church/groups have not supplied enough news, hence the need for the ability to know what is important within AUHS at that moment and what is being talked about and reported within News reviews across the UK and the even the world. Writing for others and actively engage the reader draws reader in and makes them want to support the Newsletter with their patronage. The excuse that not enough material has been supplied for that edition to be produced is not considered to be a reason for missing out an edition. The continuity of the Newsletter and its regularity is very important so that members begin to look forward to receiving a copy and trust that their articles or news or adverts will not be wasted. There must always be two editions produced per year. As Newsletter Editor

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None Executive posts included.
Co-opted positions also included.

you will be Reporter, writer, publisher, printer and distributor all in one.

Expenses

Newsletter Editor is entitled to receive Expenses covering the costs of producing Newsletter but not for the time taken because Co-opted members like all Executives are none paid volunteers. Expenses must be requested from the Treasurer on the official Expenses form and each item must be receipted. Expenses are paid out during every Executive meeting. Expenses are not given without a receipt. You must discuss the costs of producing each Newsletter with the Executive prior to their being compiled to ensure the costs can be recovered justified and carried by AUHS. If you have not discussed this and fees are excessively high, expenses may not be authorised for that edition. It is the custom for Executives and Co-opted Executives to pay the costs out their own pocket initially and then recoup these payments through Expenses. However, if the fee is over one hundred pounds you can ask Treasurer to sign a cheque covering the fees and then give the cheque to the company to get the work done. Remember each cheque must be counter signed and only the official Signatories can sign, so requesting payment in this manner takes longer and companies may not wish to accept a cheque.

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None Executive posts included.
Co-opted positions also included.

Printing

Printing costs must be kept to a minimum so the Newsletters are for the greatest part produced in black and white. They are A5 booklet form simply photocopied double sided with as many pages as you feel need to be printed within each edition. You can print them yourself using your own computer or have them photocopied by a high street printers and stapled down the middle.

Distribution

The Membership Secretary should provide you with a current contact list for all Healer Leaders together with any member that does not have a Healer Leader. The Membership Secretary should also give you a idea of how many copies each Healer Leader should have or you can contact the Healer Leader yourself to ascertain this. It is important to save fees and prevent wastage for postage packing etc. not to send too many. The Newsletters are then sent in bulk to each Healer Leader and it is the Healer Leaders responsibility to distribute the copies to their Healers and churches/groups Committee's.

Who gets a copy

ALL fully paid up AUHS members have the right to receive a copy of our Newsletter twice a year. The problem arises in knowing who may have taken their passing, lapsed or cancelled their memberships and are then not allowed a free copy. Membership Secretary should keep you informed of this.

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None Executive posts included.
Co-opted positions also included.

Tenier

Newsletter post is for 1 year re-elected every AGM

Main Executive

Co-opted members can stand for election for one of the main Executive positions if they wish and if they fulfil the criteria for that position. That Co-opted position would then be open for another member to apply.

Publicity Officer (Co-Opted Executive Position)

Criteria

Post holder must have been a fully paid up full member of AUHS for at least one year. Post hold should be a people person prepared to seek out or generate cheap or free ways to advertise AUHS. As with all other Executive positions post holder must not have a criminal record.

AUHS Meetings

Post holder will enjoy the proviso that he or she does not have to attend AUHS meetings. However they should inform the President or Secretary of any new advertising secured and the costs prior to each Executive Meeting and AGM.

Voting Rights

Publicity Officer may vote during Executive Meetings and AGM if they are in attendance but not by proxy through other people or by e-mail telephone or post. All voting is achieved face to face.

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None Executive posts included.
Co-opted positions also included.

Expenses

Publicity Officer may receive expenses for reasonable sums only if requested on the official Expenses form and accompanied by individual receipts for each item. Any unusual recompense requests must first be passed by all Executives during an Executive meeting or that sum may not be authorised by Treasurer.

Standing for Election

Co-opted members can stand for election for one of the main Executive positions if they wish and if they fulfil the criteria for that position. That Co-opted position would then be open for another member to apply.

Events

Publicity Officer must be prepared to book venues and organise events to help advertise AUHS and our courses using demonstrative workshops, Medley of Mediums, Rally's, Healing Demonstrations and literature describing what AUHS has to offer. These could be called an "Open Day" or "fund raising" events where fees can be charged for members and none members. As a Registered Charity AUHS are allowed to hold one fundraising event in public per year.

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None Executive posts included.
Co-opted positions also included.

Liaison Complaints Officer (Co-Opted Executive Position)

Nominations

Co-opted members can stand for election for one of the main Executive positions if they wish and if they fulfil the criteria for that position. That Co-opted position would then be open for another member to apply.

Criteria

Post holder must have been a fully paid up full member of AUHS for at least one year. Some experience of customer service or Team Management and mentoring would be very beneficial but not mandatory. Good communication skills are essential.

Manner of Working

Generally speaking most members will bypass you their Liaison Officer and go straight to the people or persons they know best to ask for help. They will be more likely to write to the President or one of the Vice Presidents with their concerns. So you will more likely be told the problem during an Executive Meeting or by telephone e-mail or post beforehand. When you have been given the job of approaching the affected parties with the offer of helping you must carefully get the right story face-to-face if possible from all sides before coming to any conclusions. As Liaison Officer you must develop good listening skills and be enabled to remain calm and impartial throughout, you must not take one side above another in an argument, you must arm yourself with truthful documentation were appropriate to

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None Executive posts included.
Co-opted positions also included.

support or deny the issue and generally using none confrontational body language and tone you must help them resolve their issues as a passive go-between even if met by anger you must find a way to remain calm. “Present the facts, not hearsay or assumptions” in written form if possible. Most matters can be resolved by the tack-tic of give and take agreements between all parties if they are prepared to be reasonable and you will find that when people are faced with truth in respectful manner they will generally listen positively and calm down. You should help every side to feel they have won something so that they leave the meeting feeling confident and happy even if they didn’t gain what they originally wanted. The ability to use computer, e-mail and internet these days is very important for any position. A Liaison Complaints Officer must be positive well educated level headed and welcoming.

Duties

Post holder should assist in the successful resolution of complaints acting as impartial go-between mentor and guide, keeping Executives informed of progress and involving Executives when the solutions go beyond the remit of the Liaison Officer where voting, suspension of membership or other decisions are needed. Post holder may have to consult with other bodies outside of AUHS in the resolution of problems.

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None Executive posts included.
Co-opted positions also included.

Meetings

Post holder will enjoy the proviso that he or she does not have to attend AUHS meetings.

Voting Rights

Post holder may vote during Executive Meetings and AGM if they are in attendance but not by proxy through other people or by e-mail telephone or post. All voting is achieved face to face.

Expenses

Post holder may receive expenses for reasonable sums only if requested on the official Expenses form and accompanied by individual receipts for each item. Any unusual recompense requests must first be passed by all Executives during an Executive meeting or that sum may not be authorised by Treasurer.

Personal Dignity and Data Protection

Post Holder must never discuss problems outside of AUHS or inside AUHS to any unauthorised persons. Confidentiality in this post is extremely important to gain the trust of members needing your support. At all times you must act in dignified manner and treat all parties with dignity.

Can't be resolved

Should there ever be a problem with can't be resolved possibly because no party are willing to give a little, the final decisions of what should be done will remain with the complainants themselves and with the Executives of AUHS.

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None Executive posts included.
Co-opted positions also included.

None Executive Posts:

AUHS also have a number of posts for duties not considered to be Executive positions as follows:-

Minute Taker:

This is often a misunderstood much maligned and greatly underestimated position in any organisation. But the truth is that the Minute Taker has a lot of power and responsibility during and after meetings. If you think about it, AUHS members only get to know what is happening now and what will happen in the future through the minutes. The minutes are a two way living document in which concerns can be raised studied and resolved in full view of everyone. Not like a Newsletter which for all its importance cannot conduct business in such a very direct in the moment manner. It is because of the Minute Takers work that AUHS now has a written history. It is a very important archive stretching back almost to the very beginning of our birth. A Minute Taker needs to have a lot of hidden skills, not the least of which is a special understanding of writing for recording real time matters which can quickly raise the hackles or put to rest fears so a feeling for what should or should not be talked about within the minutes is vital. Clear straight forward explanation can avoid misunderstandings and in the future offer ways to solve other problems. Some things can't be opened up because of fears of slander or unnecessary hurt to members whilst others must be set down for the sake of evidence of proceedings. A

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None Executive posts included.
Co-opted positions also included.

Minute Taker really is at the middle of everything that goes on and so must also promise never to divulge sensitive issues and must be trusted to keep meetings confidential. Even immediately after a meeting, they should not be discussed until after the minutes have been typed, printed and distributed. Putting others in the know before the event sometimes can be surprisingly harmful.

Criteria

Must live in UK; must have computer with minimum Windows 98 (Internet/E-mail Microsoft Access & Microsoft Word/Excel compatible packages). Post holder must be trusted to keep matters in confidence. Post holder must have a good standard of English literature and language. Post holder should have been a fully paid up member of AUHS for not less than one full year.

Meetings

He/she must attend **all** meetings to take minutes.

Voting

Although he/she cannot vote at Executive meetings they can vote during an AGM and in keeping with their membership type only if present.

Duties and Responsibilities

Post holder must help to balance and organise the meetings advising Chair upon previous matters were they have a bearing upon the current Agenda if Chair may not be fully aware of any changes since last meeting or has forgotten what was previously

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None Executive posts included.
Co-opted positions also included.

agreed. Minute taker must also help the meetings to move forward reminding Chair upon limited time to ensure all matters on the agenda receives adequate attention.

Preparation of Agenda prior to each Executive meeting (March, June, Sept. Nov. each year)

Post holder must prepare the Agenda carefully using actions and points raised resolved and unresolved during the previous meeting. Post holder can contact other Executives to ask if they have any other matters which should be included. Members can also contact you to ask for matters to be included within the Agenda, in which case you should alert Executives prior to meeting so that they can prepare any documentation or research in readiness for that meeting for inclusion within the minutes. Agenda should be distributed not later than two weeks prior to a meeting to all Executives only. Post holder must remember to take extra copies of the Agenda and previous minutes to the meeting to be handed out.

Preparation of Agendas prior to AGM meetings (September each year)

These are slightly different from Executive meetings because the only Agenda you can generally fully prepare will be the Executive meeting one. For all other meetings except perhaps the Ministers meeting you will use Performa Agendas which are only used to help progress the meetings in correct manner by setting out loosely who gets the opportunity to speak first etc., you will

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None Executive posts included.
Co-opted positions also included.

have four Agendas to prepare (Executive, Minister, AGM, Healers and Healer Leaders) Generally speaking the Healers and Healer Leaders meetings are held together to save time on the day as time has to be tightly controlled since the day is extremely busy. National Secretary will provide an itinerary for you.

Taking Minutes

Chose where you sit purposefully and carefully

Post holder must not feel embarrassed or pushy by choosing a comfortable strategic place within the meeting room where he/she will be enabled to clearly hear what is being said, especially if the venue room is very large you can't be a shy posy. Generally speaking the best place is to sit at the right hand side of your "Chair" or President. Subconsciously it is known that if you sit to right side of your boss or your peers as close to them as you can in a meeting you are more likely to be heard. It's something to do with ancient etiquette when sitting around the fire your ancient chieftain would have taken a dim view of generals all shouting at him all at once and those allowed to sit closest to him for safety reasons would have been the most trusted and honoured in the tribe. With regards to hierarchy even if members are not given a named seat, you will realise things haven't really changed today. It is extremely important that meetings are guided and the proceedings are always calm and respectful and whilst it is the duty of the "Chair" to keep

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None Executive posts included.
Co-opted positions also included.

order you still have the right to raise your hand and call for calm so that you can take down the minutes properly or move the discussion forward to the next matter to ensure members don't get bogged down with one issue wasting valuable time. Now you have found your seat next to the Chair he or she can advise you or you can advise them quietly without disrupting the meeting simply by leaning towards him or her and whispering into their ear, it is amazing how many times you can help your boss avoid embarrassing statements by reminding them of previous agreements or updated information which they might not be aware of. Because it is your job to record the minutes you also become the advisory contact for members wanting to know when a motion was passed or if or when an issue was last discussed or even if a member was actually upgraded. You are fully entitled to speak up at any time to ask for clarification of anything at any point of the meeting to ensure recording the minutes in professional and accurate manner. In fact the Minute Taker must be well informed upon AUHS issues and well organised and prepared before every meeting to assist the Executives and progress the carrying out of motions or decisions upon issues.

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None Executive posts included.
Co-opted positions also included.

Distribution

Distribution of the minutes is quite straightforward. Once typed, checked edited and printed you first send them in bulk to each Healer Leader who will share them out amongst their members. Then you send the remaining copies to those members who do not have a Healer Leader. Executives get their copies individually also. The only meeting which demands copies go to every individual member is the June meetings, because British Law tells us that all organisations must inform all their members about venues they might like to attend.

Archive Copies

Minute Taker must keep copies of all previous Agenda's and Minutes and be prepared to hand out same if requested by members. AUHS charges a fee for this service covering postage packing and time. Minute Taker must also ensure a copy of all minutes and Agendas are given to Web-Master who uploads them onto the archived member's area on the website further securing these against future loss (preferably by e-mail for ease of conversion into PDF file for the Web.)

None Attendance

Minute taker should make apologies to President and advise Secretary at least two weeks prior a meeting if they can't attend. Minute Taker will still be expected to type up handwritten notes; print and distribute Minutes taken down by stand-in for that occasion if AUHS doesn't have a National Secretary. Minute

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None Executive posts included.
Co-opted positions also included.

Taker does have a certain amount of support from the National Secretary whose duty it is to take the minutes if you can't be there.

Webmaster (None Executive Post)

Criteria

Applicant must be fully paid up members of AUHS for not less than one year. Must live in UK; must have computer with minimum Windows 98 (Internet/E-mail Microsoft Access & Microsoft Word/Excel compatible packages) Must be accurate. Ideally post holder will already have had experience of creation and updating of websites using templates. But so long as applicant is well experienced on a computer and very comfortable using the internet, e-mail and PDF documents you will find that with very little training AUHS website is very easy to manage. The webhost currently is "Yola".

Rules

Any major changes to the website or webhost fees etc. must be communicated to the Executive prior to implementation. Webmaster is responsible for regular updating of AUHS website and payment of yearly website fees (Expenses can be claimed for this). Although AUHS website is very small it is very important and should be managed and maintained regularly. You have full control over how it is designed and how the documents thereon are displayed. So you can redesign the website if you feel

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None Executive posts included.
Co-opted positions also included.

another look would serve AUHS better. However you must keep all documents on-line which are on there currently. If you wish to remove something you must ask the relevant Executive for permission or take it to the Executive meeting for permission. You must never use other people's writings or images without first having gained written permission and you must never use hurtful or inappropriate material on the spiritual website. Advertising is allowed if it is in keeping with the world of Spiritualism. Selling from the websites is not allowed currently. This is a one year posted position re-elected during the AGM.

Website names

AUHS actually owns two website names but only one of these is in use currently.

<http://www.auhs1.co.uk> and <http://www.auhs20years.co.uk>

AUHS 20 years was created to celebrate our 20 year anniversary and is the main website at the moment.

Funds

AUHS doesn't have a huge amount of funds to advertise the website but members use it regularly to download application forms and get information about venues etc. If you have any ideas to make it more visible on the web at very low cost or free be our guest. Take your ideas to Executive meetings and how they can be managed.

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None Executive posts included.
Co-opted positions also included.

Certificate Printer

Printing of all AUHS Certificates (None Executive Position)

Rules

This is not a Co-Opted position or an Executive position. The Certificate printer is not allowed to attend Executive meetings but still has the right to vote and attend meetings according to their membership type and at the AGM. Applicant or nominee must have been a fully paid up member of AUHS for not less than one year. Applicant or nominee should be enabled to use a computer and have colour printing facilities. They should be enabled to use e-mail and internet. They will be expected to be enabled to design new looks for AUHS Certificates when requested or suggested by Certificate Printer. Post holder must have a good standard of English language and literature and importantly spelling.

What Certificates are provided

Any member of AUHS can provide this happily important position providing members with their Certificates for successful completion of our Diploma Healers and Ministers courses together with honouring members who have been with AUHS for at least Ten year. Other certificates are sometimes created as a special recognition for work done on behalf of AUHS on occasion.

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None Executive posts included.
Co-opted positions also included.

Tenier

Post holder can keep this position as long as they want too because it's not really a voted position. This work is extremely important to AUHS members and AUHS rely upon the goodwill of members who wish to undertake this interesting often artistic position.

Voting

This is not strictly speaking a voted post unless more than one nominee comes forward. In which case the vote would be taken to the next nearest AGM and the nominee with the majority votes would get the position.

Responsibility

Post holders responsibility is to prepare and print any new or replacement Certificates requested by President. These must be signed by the President and have to be ready in time for distribution by post or presentation during the AGM. Certificates may ONLY be created by request of an AUHS Executive.

Expenses

Post holder can request expenses for materials and postage used on behalf of AUHS only if accompanied by receipts and presented to Treasurer on the correct expenses form. Post Holder can simply post these to Treasurer prior to an Executive meeting.

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Co-opted positions also included.

Resignation

If you need to resign simply send an e-mail, telephone or write to any AUHS Executive. Your resignation will commence as soon as we have received your notification.

Stole Maker

AUHS has our own Ordained Ministers with a predetermined Ministers Garb. The style of AUHS stoles is also particular and would be extremely expensive to purchase if they can be bought from a clerical merchant. So AUHS are dependent upon the kindness of a member willing to make them for us if requested. Applications to President.

How often

These are requested very infrequently because AUHS don't have many Ministers currently and they are only needed when a Lay Officer is to be Ordained. We would need one maybe every couple of years or so at the moment.

Tenier

Post holder can keep this position as long as they want too because it's not at all a voted position.

Expenses

Of course post holder can request expenses from the Treasurer for materials used to make the Stole and post them. But again expenses form must be accompanied with receipts for each item claimed.