

Isles of Darkness – Society Lead Guide

The Basics:

- The Society Lead is responsible for the strategic direction and policy making of the society.
- You are responsible for chairing committee meetings.
- You support the Wellbeing Volunteers.
- You mediate conduct and complaints issues.

What you are NOT responsible for:

- Although you are the overall lead of the strategic direction of the society, this does not mean you should be doing everything. This section should be read as 'what should you be delegating'. Read the other role descriptions, those will tell you what responsibilities are already covered. When in doubt, talk to the committee about what else can be delegated.

What you are responsible for:

- Strategic direction and society policy making

The Society Lead is the person responsible for strategic planning. This might involve working out a general direction you would like the society to travel in, or creating a detailed plan of projects for the coming year. You are responsible to make sure the society is acting lawfully and mitigating risks. This includes keeping track of GDPR, following the constitution, and checking in with the person acting as Treasurer and the Wellbeing Volunteers. If somebody is actually acting illegally then that is a matter for the police.

- Responsible for committee meetings

The Society Lead is responsible for chairing the committee meetings and making sure volunteers and members are given the opportunity to take part if desired. You have the deciding vote in ties.

- Support a team of Wellbeing volunteers

The Wellbeing volunteers support members and volunteers as neutral points of contact to discuss concerns or questions regarding wellbeing and conduct. They are responsible for maintaining safe game spaces and making sure members understand the Society's Wellbeing policy and how to appropriately conduct themselves in out of character and in character spaces. You are the point of escalation in case of breaches of the Wellbeing Policy and review evidence during disputes. You have the final say in sanctioning and banning members.

Where to go for support:

- Don't panic. There are very few situations the society hasn't dealt with before. Reach out to people who have previously done this job before if you are ever in doubt.
- Include the committee in discussions and feel free to elect a designated assistant role if needed.

Training

- We may be willing to provide the Society Lead with funding to complete online training in relevant Strategic Planning and Leadership techniques to help you fulfill the role. This can be discussed with the wider committee.