



Description of Council Positions

The Council of the Friends of the Museums (Singapore) [FOM] is responsible for the overall strategic direction and the governance of the Society. Council members ensure the work of the Society aligns with the goals of Singapore museums and oversee the creation and implementation of programming for FOM's members and the community at large.

Members of the Council work to ensure the vision and values of the Society, as well as the requirements of the Constitution, Bylaws, and Operational Procedures are observed and oversees all legal matters relevant to registered societies in Singapore.

The Council members support the volunteers and the membership to achieve the Society's mission and goals and promote change where this will be beneficial to FOM's future.

All of the Council positions described below are voting positions.

President

The President is responsible for the overall strategic direction of the Society and chairs all General, Council and Steering Committee meetings. The President represents the Society in its dealings with external organisations.

Vice President

The Vice President supports the President. The Vice President acts for the President in his (or her) absence. If the President's office becomes vacant during his year of office, the Vice President will succeed him or her and serve as President for the remainder of the term.

Honorary Secretary

The Honorary Secretary is responsible for all correspondence and keeps minutes of all General and Council meetings. The Honorary Secretary informs the Registrar of Societies of such changes as are required, including the election of new officers to the Council. The Honorary Secretary carries out all duties and responsibilities as required for the General Meetings of the Society.

Honorary Treasurer

The Honorary Treasurer ensures the financial security of the Society. The Honorary Treasurer ensures that the Council approves a balanced budget and that the Society works within the approved budget during the course of the year. The Honorary Treasurer acts on behalf of the Society to purchase comprehensive insurance for the Society.

Council Representatives — There are five (5) Council Representative positions.

The Council Representatives are responsible for the strategic and policy matters that fall within their area of responsibility. They serve as the representative of their respective operational committees and represent their committee's views on the Council. The specific areas of responsibility for each Council Representative are as follows:

- **Council Representative—Communications** ensures alignment of all FOM internal and external communications activities, including oversight of the FOM magazine *PASSAGE*, the FOM website and the FOM E-flash and other communications channels.
- **Council Representative—Marketing** leads FOM's marketing efforts in the community in order to expand the Society's membership.
- **Council Representative--Member Activities** will represent and direct the FOM volunteers who provide the Member Activities offered to FOM members and the public relating to the arts, history and culture of Asia.
- **Council Representative—Membership and Volunteer Appreciation** ensures that all new FOM members are welcomed and aware of the variety of activities available within FOM and that all FOM volunteers are recognised for their contributions to the Society in a appropriate and timely manner.
- **Council Representative--Museums** directs the FOM volunteers who support the Singapore museums in which FOM guides (including English and Japanese-speaking docents and other languages) and provides other volunteer support.