



## CLAN COMMISSIONER

It shall be the responsibility of the MacAulay Clan Chief to appoint, following the majority vote of the Executive Committee, Clan Commissioners for the purpose of promoting the "Objects of the Association" outside Scotland. Any such appointment shall continue until the appointee resigns or in the case of termination, will be notified by the Chief following the majority vote of the Executive Committee. The Chief will not be required to call a formal meeting of the Executive Committee but may request their votes via any suitable means. Appointed Commissioners must be or become members of the Association and remain an active member.

### Process and Considerations:

- Prospective Commissioners must be members in good standing of the Association as outlined in the Clan MacAulay Constitution, and may request consideration by sending an email to the Clan Chief ([clanchief@clanmacaulay.org.uk](mailto:clanchief@clanmacaulay.org.uk)) or Executive Committee Members ([clanexecutive@clanmacaulay.org.uk](mailto:clanexecutive@clanmacaulay.org.uk)) by identifying the district, state, province, region, country or other jurisdiction they wish to represent.
- Prospective Commissioners will be contacted by the Clan Chief where the Roles/Responsibilities and mutual expectations will be reviewed and discussed.
- Commissioner assignments shall be considered by the Executive Committee, and upon approval via majority vote, appointed by Clan Chief.
- Commissioners must maintain membership in good standing status and be current in their payment of dues.
- Commissioners who are unable to fulfill the responsibilities of the role may resign their commission by submitting their resignation via email to the Clan Chief. Commissioners who fail to fulfill the responsibilities of the role may have their commission terminated by the Clan Executive Committee.

### Roles and Responsibilities:

- Commissioners will adhere to the Clan MacAulay Association Code of Conduct and Respect Policy.
- Commissioners should endeavor to expand their knowledge of Clan history and programs in order to recruit and educate other Clan members.
- Commissioners should identify and recruit potential new Clan members via social media presence within their area of jurisdiction, e.g., [Facebook](#), [Twitter](#), [Instagram](#), and membership in local Scottish Societies and events.
- Commissioners should provide prospects with Clan Member recruiting material including website address, [membership application](#), and periodic follow-up to encourage their joining.
- Commissioners should make every effort to represent the Clan via tented display/hospitality (1 to 2 days) at least once a year at Scottish Games, festivals or gatherings within their region, and document the event via digital photography. Entry Fees are the responsibility of the Commissioner. Notice of participation in the event should be submitted to the Clan Chief and Clan Webmaster in advance for posting to the Clan MacAulay website. Utilizing Clan MacAulay social media, i.e. [Facebook](#), [Twitter](#), [Instagram](#) is encouraged.
- Commissioners will attend periodic conference calls convened by the Clan Chief, Ambassador, or Executive Committee.
- Commissioners shall make a written report annually in advance of the Annual General Meeting to the Clan Chief and Clan Secretary outlining a summary of their previous year activities and results. The report will be read at the Annual General Meeting and the verbal report shall not exceed 2 minutes.
- Commissioners should make every effort to submit articles to the MacAulay Matters newsletter editor, supported by pictures if applicable, detailing their involvement at Scottish Games, festivals, gatherings, social media participation, or any other promotional activities within their region.
- Commissioners will be given access to digital files of promotional materials via Clan "Cloud Based Sharing Filing" for use at events and will be responsible for reproduction expenses.
- Commissioners attending Clan functions or events should make every effort to be dressed in the tartan of the Clan and/or Clan apparel at all times.
- Commissioners are responsible for all expenses associated with the event(s) they choose to participate on behalf of the Clan.
- Commissioners may request support by a Clan Ambassador who is experienced in the Commissioner role and is available to serve as a mentor/advisor.
- Commissioners should provide the Clan Ambassador with the event dates and locations and the Clan Ambassador will indicate if they are available to attend the events.
- Commissioners should make every effort to participate in the Annual General Meeting, and other meetings as requested by the Clan Chief, either in person, or via video conference.
- Commissioners will contact the Clan Chief immediately regarding actual or potential conflicts of interest that may come to their attention.