

Overview of the Turners' Company and the Role of the Clerk

All Livery Companies and Guilds in the City of London employ a Clerk. The Clerk is the key executive officer of the Company and is responsible for the day-to-day operation of the Livery Company and its activities.

The Worshipful Company of Turners (turnersco.com) was incorporated by Royal Charter in 1604 and is managed by a governing body called the 'Court', which is the equivalent of a board of directors.

The Turners' Court is chaired by the Master, who is elected in May usually for a term of one year. The remaining Court members are an Upper and Renter Warden, from whom the next subsequent Masters are usually chosen, a group of nine Court Assistants below the chair and a group of the nine most recent Past Masters. The Clerk serves at the Court's pleasure and reports to the Court as a whole.

There are approximately 200 members of the Turners' Company. They have diverse backgrounds but a shared interest in the craft and the City. The Company arranges formal and informal events for its members and guests in London. The Company and its charitable trust, either separately or together, support amateur and professional turners across the UK through bursaries, prize competitions, exhibitions, craft colleges, certificates of proficiency and a new yeoman scheme. They also support the Lord Mayor and the City of London, various external charities and the engineering schools of the three armed services.

The role of the Clerk is to ensure all of these activities can be developed and pursued effectively. As well as providing the core administration of the Company, he or she provides advice to the Master, Wardens, members of the Court and Committee Chairmen. The Clerk acts as line manager for the part-time Assistant Clerk and the part-time Beadle.

The Master is invited during his or her year in office to multiple events, including some organised by the Lord Mayor, other Livery Companies and related charities. The Clerk is often invited to accompany the Master to such events and hence will act as the Master's confidant, adviser and personal assistant.

Duties

I. Administration of the Court and its Committees

The Clerk acts as Secretary to the Court and the Clerk or Assistant Clerk as Secretary to the various Committees established by the Court, except where the Court determines otherwise. This involves, inter alia:

- agreeing dates and agenda items with the Master and Chairmen of the relevant committees
- arranging dates, timings and locations of meetings and notifying attendees in a timely manner
- preparing and distributing the agenda, current minutes and any necessary papers to support the business of any meetings
- taking accurate meeting minutes and agreeing them with the Master or Committee Chairman
- assisting the Master and Chairman in identifying matters arising and any outstanding actions.

2. Finance

The Clerk ensures that:

- Company and Charity accounts are kept up to date and that all income and expenditure is accurately recorded in a timely manner.
- Company bills are paid promptly.
- Proposed payments of £500 or over are cleared with the Chairman of the Finance Committee or the Master.
- Company and Charity accounts and any relevant supporting papers are made available to the Company's accountant and the auditors as required
- Annual and Quarterly accounts are prepared in respect of the Company and the Charity and are presented to the Finance Committee and the Court
- Annual budgets are prepared by the individual Committees and for the Company and the Charity in total by the Finance Committee.

The Clerk liaises with the Company's Accountant, Investment Fund Managers and Auditors and ensure that they each supply such reports and attend such meetings as requested by the Chairman of the Finance Committee.

3. General Administration

The Clerk ensures that the Company's business is undertaken efficiently and that all correspondence is dealt with promptly. In conjunction with the Assistant Clerk, this includes:

- Receipt and processing of applications for Freedom or membership of the Livery of the Company; ensuring that they are dealt with appropriately. Communication with applicants and their Sponsors on procedures and of the dates and formats of awards ceremonies.
- Communications with Members and the Court, maintaining Member database and correspondence records.
- Oversight of all material publicising and promoting any aspect of the Company's activities, whether in print, by e-mail, via the website or on the Company's social media channels.
- Communications with the City of London, the Livery Committee and Mansion House. Communications with other Livery Companies and the Fellowship of Clerks.
- Management of the Company's offices and the relationships with its landlord(s).
- Management of supplies and services including IT and insurance
- Management, care and maintenance of the Company's records, assets and facilities and ensuring that the Renter Warden undertakes an annual check and condition survey of the assets.
- Maintenance and issuance of the Annual Turners' Company handbook to Members and of a Livery List of Members and updates of the Common Hall Electoral Register to the City Corporation to ensure that Liverymen are able to vote at the two annual civic elections (Sheriffs and Lord Mayor).
- Compliance with all legal and regulatory matters pertaining to the Company.

He/she promptly informs the Master or an available Warden, in the absence of the Master, of all material matters concerning the Company.

4. PA to the Master

The Clerk fulfils the role of Personal Assistant to the Master and manages all invitations, appointments, RSVP responses, pour memoire, dress code, location and travel arrangements if required.

The Clerk must attend upon the Master at all formal Company functions and attend, as appropriate, other City, Livery, Craft, Civic, Charitable or Service functions at which the Master or his/her delegate represents the Company. It should be noted that a significant number of these functions take place outside normal office hours.

5. Event management

The Clerk is responsible for the smooth organisation and running of the Company's formal events including dinners and lunches. In conjunction with the Assistant Clerk, this includes:

- Organising Company functions in consultation with the Master and/or the Events Committee and other Committees as appropriate.
- Fixing dates, booking the venue and arranging the necessary support of outside providers of services, menus and any other activity necessary to ensure the efficient running of any event.
- Agreeing the budget and the charges to Members for attendance at Company functions with the Finance Committee and/or the Events Committee.
- In conjunction with the Master, identifying and sending invitations to visiting Masters, Military affiliates and other dignitaries.
- Prepare a detailed written schedule of events for the evening and conduct a 'walk-through' of the venue prior to the event with the Hall Manager and/or the Master)
- Removing the Company's gowns and table decorations from secure storage and delivering to the venue and, afterwards, collecting and putting them back into storage.

In addition, the Company organises less formal events and participates in events jointly with other Livery Companies. The Clerk will support these through publicising them to members. liaising with the organisers, take bookings, collect payments and arrange seating plans.

During the Covid-19 pandemic, the Clerk has helped to organise video Court meetings, receptions, turning demonstrations and magic shows. As social events return, the Clerk will need to understand and manage any health and safety requirements.

6. The Craft

The Howe Committee promotes matters relating to the craft of turning.

The Clerk ensures that:

- The Chairman is given assistance in preparing the annual budget.
- Appropriate arrangements are made for the quadrennial Company exhibition Wizardry in Wood, including booking a venue and liaising with the exhibitors. The weeks before, during and immediately after Wizardry in Wood involve managing significant movements of people and objects, ticketing, payment processing and one or more evening receptions.
- Appropriate arrangements are made for the biennial Company Craft Competitions, including reviewing the competition rules, booking a venue, awarding of the prizes and maintaining records of the winners.
- Assistance is given with the biennial Bursary Award including ensuring that rules and entry forms are up-dated, inviting the winners to the Craft Meeting for the presentation of their awards and that appropriate records are maintained.

- Assistance is given in supporting the Company's new Yeoman initiative including through maintaining contact details of the Yeomen and all those who have been awarded the Certificate in Turning and Diploma in Turning and in communicating with them as requested.
- Assistance is given in supporting the Company's presence at various craft and charitable events.
- Detailed records are to be kept and maintained on the description, cost, location and contact details of all donated lathes

7. Charity

The Clerk ensures that:

- Donations, in the form of cash grants, lathes and accessories, or regular donations to the City, Armed Services and other organisations, are paid promptly, after having been agreed by the Charity Committee and authorised by the Charity Committee Chairman.
- Gift aid claims are made where applicable.
- The Trustees are provided with sufficient information to discharge their obligations

The Clerk liaises with the Company Fundraiser over maintaining records of charitable giving and bequests by members of the Company.

8. Liaison with Associated Organisations

The Clerk must maintain and enhance the Company's relationship with the Livery Companies Wood Group and craft organisations involved in turning including The Register of Professional Turners, The Society of Ornamental Turners, The Association of Woodturners of Great Britain, The Association of Pole Lathe Turners and Green Woodworkers.

The Clerk maintains and enhance the Company's relationship with The Royal Electrical and Mechanical Engineers, HMS Sultan, RAF St Athan and other schools of engineering in the Services.

Additionally, there is a need to maintain close ties with the growing number of schools to which the Company has donated lathes and links to other charitable craft organisations such as Cockpit Arts.

The Clerk is responsible for acting as treasurer to the management committee of the Register of Professional Turners. These duties include overseeing the maintenance of the membership records, the collection of subscriptions, and assisting their Chairman in the organising of their AGM and Craft Meeting in a City Livery Hall.

9. Conduct and Discipline

Livery Companies operate to very high standards of professional and personal conduct. Strict standards of behaviour are expected, a certain protocol followed and adherence to dress codes at all company events.

The Clerk is a very important figure in the Company and must uphold its good reputation and status within the Livery and the City.

Benefits

The role of Clerk to the Turners' Company comes with offices at a major City Livery Hall and integration into a network of fellow clerks. There will be a period of overlap with the existing Clerk during the autumn of 2021. The Clerk is expected to make use of a mutually agreed longer-term mentor.

The Clerk is invited to numerous formal and informal events with highly diverse groups of people. These sociable events combine ancient crafts and traditions with the delivery of vibrant and relevant activities in today's City.

Hours of Work

On average, you should expect to work 3½ days per week.

These will comprise three regular office days per week, to be agreed with the Master, plus the equivalent of half a day for events, including attendance at such dinners and other functions as may be specified by the Master. You will be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration. Some committees of the Court of the Company meet during the evenings and your attendance at these meetings may be required.