



The Milestone Society

## COUNTY CONTACT APPOINTMENT PROCEDURE

This procedure defines the process to be followed for the appointment of members of the Milestone Society who are interested in acting as a contact point for a particular geographic area. The area to be covered would usually be defined by County boundaries or a Unitary authority but can be varied by committee agreement. The appointed member can cover one or more areas.

Anyone appointed to the role of County Contact must be a paid-up member of the Milestone Society at the time of their appointment and maintain their membership throughout the period of appointment.

- 1. Expression of interest:** Any member may put themselves forward to act as a County Contact by contacting in the first instance the Honorary Secretary of the Society to express interest. A role description will be sent to them plus the contact details of a nominated committee member who can provide background information/ answer queries on the role.
- 2. Submission of application:** The member application will be considered by the committee of the Society at the next meeting following receipt of their written application. This can be in the form of an email or letter and should explain their relevant experience and reason for applying. If the next committee meeting is later than 28 days after application receipt it can be considered by email circulation to all members of the committee. An appointment will be confirmed by a simple majority vote. A designated mentor will be appointed at the same meeting to support the new Contact during the probationary period.
- 3. Notification of Appointment:** The applicant will be notified of their appointment by the Honorary Secretary within 10 working days of the committee meeting (copied to the Membership Secretary). Email contact details will be provided to the Database Manager so the County Contact can be informed of updates in their area.
- 4. Taking up the role:** There will be an initial THREE MONTH probationary period following appointment. During this period the new County Contact will have a designated mentor available for advice. Outgoing correspondence to external parties during the probationary period must be sent as a draft to the mentor for review. By agreement with the County Contact the mentor can reduce this period.
- 5. Termination of Appointment:** The appointment will be automatically terminated if the member falls to maintain their membership of the Society.
- 6.** The appointment may also be terminated, subject to consideration at a committee meeting, if the Contact persistently fails to fulfil the requirements of the role as set out in the role description. In these circumstances the Contact will be invited to attend the committee meeting where the termination is to be discussed to ensure a fair hearing prior to a decision.

## **7. Policy Review and Approval**

The Society will review this policy at least every three years

Rev 1 approved 02 December 2023

## **Appendix**

### **The Milestone Society – Role of the County Contact**

#### Background

A network of members who provide local help and guidance to other Society members or the general public has been a notable asset of the Milestone Society since it began in 2001. Originally termed County Representatives, and now County Contacts, the role is an important and valued part of what we do.

The experience and knowledge of members who have taken on this role is quite varied and hence the extent of their involvement has also differed.

This role description has been compiled to identify the essential aspects of what is required for a County Contact. It also lists other tasks that may be taken on dependent on your experience and available time.

#### What's involved?

Generally the time commitment for the role is very variable. You may have no enquiries in one month and then three in the next. Some will be very straightforward and just involve directing people to sources of information on our website or database. Others can become quite involved and may run on for several months but these are also usually the most interesting and satisfying!

You would not be expected to handle everything yourself. The County Contact is encouraged to seek assistance from the supporting advisory members of the Society when relevant. These cover; Conservation, Restoration & Listing and Theft and Recovery liaison. Executive committee members, most of whom are also County Contacts in their own patch, are also available to provide support and guidance.

Frequently enquiries may relate to a missing or damaged milestone and this will require contact with the relevant Highway/ Roads authority. When milestones are listed you would also advise the conservation officer at the local authority.

Depending on the amount of information provided with the incoming enquiry you may need to follow up for further details and potentially visit the location yourself to confirm the details.

The geographic area you will cover for the Society will generally be that of the local County Council or Unitary Authority where you are based. Sometimes a Contact may cover, by agreement, more than one local authority area.

Enquiries will usually be directed to you by the Honorary Secretary in the first instance who maintains a log of incoming enquiries to the Society.

**Appendix**  
**The Milestone Society – Role of the County Contact**

Basic requirement of the role

- to provide your contact details (email address and/ or phone number) to allow Milestone Society members or members of the public who contact us with information or queries in your agreed geographic area to get in touch.

*NB: You will be asked to confirm or amend those details on request in January of each year by the Membership Secretary*

- to respond to all incoming requests within 3 - 5 days. This may initially be a holding reply while you look into the enquiry.

*NB: If you are going to be unable to respond to enquiries for a temporary period you should advise the Honorary Secretary.*

- to maintain contact with other Society members dealing with the issue
- to be familiar with, and act in accordance with, all relevant adopted Society Policies as set out on our website
- to update the Honorary Secretary on the progress of incoming enquiries as requested
- to liaise with the relevant County Highways Department in your area and related organisations such as Highway Contractors or the Planning Department
- to maintain personal membership of the Society
- to be familiar with the use of email

Other activities

- to keep in contact with Milestone Society members resident in your area
- to monitor the status and condition of milestones and other wayside heritage features
- to promote the Society to others as widely as possible through talks or attendance at events
- to be alert, either online or through local papers, for any planning or highway proposals applications which might affect the setting and location of a milestone.
- to undertake where feasible possible maintenance work on milestones and posts such as weed clearance and cleaning
- to be prepared to offer advice, based on the relevant sections of our website or guided by our advisors, to any person, Parish, Town, or District Council that might want to do some restoration or re-painting of a milestone.