

KEY ROLES AND RESPONSIBILITIES

Committee Chair

- Chair and lead regular and annual general meetings, maintaining order.
- Leads and facilitates meetings, approves agenda items and guides discussions.
- Ensures committee goals are met and oversees decisions made collectively and in the best interest of the club.
- Acts as the primary spokesperson and resolves conflicts.
- Responsible for the overall relationship between the club and the members.
- Delegates tasks and monitors progress.

Successful leadership includes:

- ✓ Giving all members an opportunity to speak
- ✓ Accurate voting recording – start and finish meetings on time
- ✓ Overall responsibility of record of Minutes
- ✓ Expectations set ie. quorum of members are present
- ✓ Follow Agenda (what went well)?
- ✓ Have an overview of the work of the group

Treasurer

- Oversees all financial matters
- Prepares and presents financial reports and budgets.
- Ensures financial accountability for the entire committee.

Successful financing includes:

- ✓ Provide balance, spend since last meeting, problems/issues
- ✓ Responsible for bank account/provide information
- ✓ Help the group make informed decisions
- ✓ Keep receipts
- ✓ Have a system for dealing with expenses and petty cash
- ✓ Financial update for each meeting and a fuller report for the AGM

Secretary

- Manages correspondence and official records.
- Distributes notices for meetings and prepares agendas.
- Takes minutes during meetings and distributes them for approval.
- Ensures all members are informed of decisions and actions.

Successful duties include:

- ✓ Enough notice is given for Agenda between meetings
- ✓ Provides membership data for AGM
- ✓ Regular review of the website, ensuring it is up to date with forthcoming events, gallery and succession planning.
- ✓ Filing of all documentation to be maintained on the website
- ✓ Diarise future dates of meetings and AGM and publish in advance

Membership Administrator

- Maintains the membership records keeping them regularly updated
- Communicates the passing of a colleague by email
- Sends the approved communication from the Secretary by email

Committee Members

- Participate in meetings and discussions.
- Contribute to strategic planning and decision-making.
- Act with selflessness, integrity, and objectivity, prioritising the organisation's interests.
- Maintain confidentiality and adhere to policies and the law.
- May be responsible for specific tasks assigned by the Chair.

Successful participation includes:

- ✓ Volunteering for specific tasks
- ✓ Provide support to the Officers in their absence

General responsibilities of a committee

- **Governance:**
Setting aims, objectives, and policies and ensuring compliance with legal requirements and the organisation's constitution.
- **Strategic Planning:**
Developing and approving strategic plans and monitoring their implementation.
- **Oversight:**
Monitoring activities and performance to ensure alignment with goals and policies.
- **Accountability:**
Ensuring the organisation is accountable to its stakeholders and provides regular reports. (***DISCUSS IF THIS WILL BE APPLICABLE***)