

APPENDIX ONE

COMMITTEE MEMBER RESPONSIBILITIES

The Associations' Committee Members are expected to actively participate in the work of the Committee, provide thoughtful input to Committee discussions and decisions, and focus on the best interests of the Association, its goals and its Members; rather than on personal interests.

Committee Members are required to:

- Attend meetings of the Committee and the AGM, and voice objective opinions on issues
- Play an active role in the Committee
- Submit proposed agenda items for Committee meetings
- Contribute to the strategic direction of the Association
- Support the efforts of the Committee Chair and carry out any individual assignments made by the Chair
- Work as part of the Committee to ensure that the Committee's work and recommendations are in keeping with the Association's values and aims
- Maintain a dialogue with Members to find out their views, ideas and concerns, and ensure they are raised appropriately
- Signpost Members to services and resources
- Contribute to the recruitment and retention of Members
- Champion the aims and values of the Association
- Review all relevant material before Committee meetings
- Pay attention to Association activities that affect or are affected by the Committee's work

CHAIRPERSON

The Chairperson acts as a figurehead for the Association, guiding the Committee's work towards the aims set by the Association. They play a strategic role in representing the vision and purpose of the Association. The Chairperson ensures that the Committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Ensure the Committee functions properly:

- Plan and run meetings in accordance with the governing document
- Ensure matters are dealt with in an orderly, efficient manner
- Bring impartiality and objectivity to meetings and decision-making
- Liaise with the Secretary to arrange and draw up the agenda to be discussed at meetings and ensure minutes are approved prior to the next meeting
- Facilitate change and address any conflict within the Committee
- In conjunction with the Secretary, plan for recruitment and renewal of the Committee as and when required
- Ensure the Association is managed effectively
- Co-ordinate the Committee to ensure responsibilities for particular aspects of roles are met, and any specialist expertise is employed as required
- Facilitate change and address conflict within the Association

Represent the Association:

- Communicate effectively the vision and purpose of the Association
- Advocate for and represent the Association at external meetings and events
- Be aware of current issues that might affect the Association

DEPUTY CHAIRPERSON

The purpose of the Deputy Chair is to take on responsibilities delegated to them by the Chair and deputise for them during any absence. They should work closely with the Chair to establish a constructive relationship, share responsibilities and act as a substitute for the Chair whenever required.

Work with the Chair:

- In the Chair's absence, chair meetings of the Committee and assume all responsibilities and duties of the Chair
- Assist and support the Chair in providing leadership to the Association, and also act as a 'sounding board' and confidante to the Chairperson in the execution of their role
- Assist the Chair to achieve the strategic goals of the Association
- Be available to Committee Members for advice and support

Represent the Association:

- Communicate effectively the vision and purpose of the Association
- Be an advocate for, and represent the Association, at external meetings and events
- Be aware of current issues that might affect the Association

TREASURER

The overall role of the Treasurer is to maintain an overview of the Association's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

General financial oversight:

- Oversee and present budgets, accounts and financial statements to the Committee
- Ensure that appropriate accounting procedures and controls are in place
- Ensure compliance with any relevant legislation and constitutional financial obligations
- Ensure any recommendations of the auditors are implemented
- Manage the Association's bank account(s)

Financial planning and reporting:

- Report on the Association's financial position at each Committee meeting
- Prepare end of year accounts for audit, and liaise with an auditor as required
- To make a presentation of the accounts at the annual general meeting (AGM)
- To advise on the financial implications of the Association's strategic and operational plans

SECRETARY

The Secretary is required to support the Chair and Treasurer in ensuring the smooth functioning of the Committee, and oversee the general day-to-day administration of the Association. The secretary is the Association's point of contact with its members and the wider public, in line with the direction given by the Committee and its Chair.

- Act as a custodian of the Associations' governing documents
- Respond to any Committee correspondence
- Keep a record of all the Association's publications (e.g. newsletters, leaflets etc)
- Prepare agendas in consultation with the Chair
- Circulate agendas and any supporting papers in good time
- Receive agenda items from other Committee members
- Check that quorum is present at all Committee meetings
- Minute meetings and circulate the draft minutes to all Committee members
- Ensure that the Chair signs the minutes once they have been approved.
- Check that Committee members have carried out action(s) agreed
- Circulate agendas and minutes of the AGM and any special or extraordinary general meetings
- Prepare a report of the Association's activities for the year, for the AGM
- Ensure up-to-date records are kept of Committee membership
- Make arrangements for Committee Meetings and the AGM, and share the details with Members and any other parties as agreed by the Committee
- In conjunction with the Chair, plan for recruitment and renewal of the Committee as and when required and ensure elections are in line with procedures outlined in the governing documents

MEMBERSHIP OFFICER

The Membership Officer deals with the day to day registration of the Association's members and is the link between the Committee, the Association and its members.

- Respond to all enquiries from potential new members in a timely manner
- Welcome new members using the Committee's current preferred method of communication
- Maintain an up-to-date database of members, including diversity monitoring data where possible
- Produce membership status updates/reports at each Committee meeting
- Prepare an annual report on the Associations' membership at the AGM
- Explain the privileges and obligations of membership to existing and potential members
- Flag any outstanding membership fees at each Committee meeting
- Bringing to the attention of the Committee any issues regarding termination of membership for any reason, in accordance with the Association's governing document
- Present to the Committee any requests for reinstatement of membership, in accordance with the Association's governing document
- Monitor member satisfaction and needs at regular intervals
- Provide the Secretary with the necessary member details in order to facilitate the Association's communication requirements and obligations