

OFFICERS ROLES

Role of the Chairperson

- To make sure the Committee works as a team
- To ensure the Committee is able to manage and oversee the work of the organisation.

Chairpersons Duties at Meetings:

- Prepare agendas in consultation with the secretary
- Conduct the meeting in a manner that enables everyone to have his or her say
- Conduct the meeting in a way that ensures business is dealt with efficiently
- Steer the meeting through the agenda
- Summarise what has been said
- Move to a vote if necessary

Chairperson duties outside the meeting:

- Represent the organisation
- Ensure the decisions made by the Committee are carried out
- Keep in contact with the organisation's finance through the treasurer

Role of the Treasurer:

The Treasurer is responsible for all income and expenditure affecting the organisation, and for the presentation of accounts and balance sheets.

Duties of the Treasurer:

- Record all transactions
- To give receipts for all monies received
- To give the Committee regular financial reports
- Budgeting
- To arrange for an audit to take place annually
- Paying bills
 - It is also just as important to pay volunteers any out of pocket expenses. No payment should be made without written documentation or invoice.
- Collecting monies
- Invoicing

Role of the Secretary:

To help the Chairperson plan meetings and to deal with correspondence

Duties of the Secretary.

Duties of the Secretary:

- To ensure that notices of meetings or agendas are drawn up and sent out in advance
- To take and distribute minutes of the meetings
- To deal with correspondence and ensuring people are notified
- To be able to send out publicity and any other information
- The Secretary is responsible for preparing the Annual General Meeting (AGM), and making arrangements to ensure that all members receive the necessary information.

This information may include:

- Arranging venue, date and time
- Collecting reports from other officers
- Notifying members of time, date and place of the meeting
- Inviting and receiving nominations for the election of officers
- Arranging for guest speakers, if necessary arranging catering and hospitality