

## **Information for new committee members**

### **Committee Responsibilities**

As a committee you are responsible for coordinating and overseeing the running of your group, in accordance with the relevant ClfA Regulations, Groups Guidance from the Board of Directors and your own Group Constitution.

The ClfA Area and Special Interest Groups are one of the key benefits of membership of the Institute and provide an essential link between ClfA and the wider membership.

### **Committee Member Roles**

All groups are required to elect the three officer posts of Honorary Chair, Honorary Secretary and Honorary Treasurer, together with between two and six other elected ordinary committee members. The roles and responsibilities that these ordinary members take on within your committee depend on how you want to work together. The election process for committee members and terms of office are detailed in the Groups by-law. All Honorary committee members must be accredited members of the Institute.

#### ***Honorary Chair***

The Honorary Chair has overall responsibility for representing, supporting and encouraging the Committee and group membership. This includes:

- Providing direction and leadership for the group's development
- Coordinating and delegating tasks to other committee members
- Chairing all committee meetings, AGM's and EGM's
- Understanding and upholding the Groups responsibilities within its own constitution and the ClfA Regulations
- Encouraging and providing support to committee members
- Communicating relevant information to the Committee, the Group membership and the wider ClfA membership

#### ***Honorary Secretary***

The Honorary Secretary is responsible for recording and communicating to the committee, group membership and Membership Services Coordinators all relevant information. This includes:

- Organising room bookings for meetings or events
- Publicising in advance the arrangements for meetings and events
- Recording and making available minutes taken at meetings
- Organising and maintaining the Groups records, paperwork, correspondence, etc.
- Receiving agenda and minutes of Advisory Council meetings
- Checking that all Group members are members of ClfA or if not, have paid subscription fees up to date
- Ensuring that the timescales for AGM notice and committee member nominations are adhered to (see Groups regulations and constitution)
- Ensuring copies of Group AGM minutes are sent to the Membership Services Coordinators
- Notifying ClfA in advance of changes to the Groups Web page
- Liaising with other Group committee members to produce a list of targets based on ClfAs Strategic Plan to be incorporated into the Business Plan which is reviewed at ClfA Board meetings

### ***Honorary Treasurer***

The Honorary Treasurer is responsible for planning, co-ordinating and monitoring the Group Finances. All the ClfA money belongs to all ClfA members – not to individual groups, and in most cases Groups will not have their own bank accounts. The Honorary Treasurer works in partnership with the ClfA Office. This includes:

- Notifying the ClfA offices of any expenses that will be claimed by the Group
- Submitting an annual budget request form to ClfA to obtain funding for Group activities, such as conferences, training events etc. (further details on applications can be found in the Groups Guidance document)
- Either banking subscription fees from non-ClfA group members, or forwarding to the ClfA Office (if Group does not have own bank account)
- Ensuring that, in cases where a Group has its own bank account, detailed, annual accounts are submitted along with bank statements to the ClfA Office by 31 March each year
- Informing the ClfA Office of the account details of any separate bank accounts held by the Group

### ***Ordinary committee member***

The ordinary committee members support the Officer roles above and can be assigned a specific role within the group committee if needed, e.g. social media or newsletter editor.

### **Additional information for Committee members**

- All Honorary group committee members must be accredited members of the ClfA (PClfA, AClfA, MClfA), other committee members may be accredited or non-accredited members of the Institute
- ClfA will pay travel expenses for Group committee members to attend meetings relating to ClfA business.

ClfA recognises the importance of its Groups, and appreciates the contribution Groups make to the success of the Institute. Support for Groups and their committee members exist through administration and financial support from the ClfA office and Membership Services Coordinators.