

# Group committee roles and responsibilities



## Chair

Responsible for representing the Group, and supporting and directing committee

- chair meetings and AGMs
- direct and lead development, through the group's three-year plan
- coordinate / delegate tasks to committee members
- understand and uphold the group's responsibilities, in line with the group's constitution and CifA regulations for Area and Special Interest Groups
- encourage and support the committee, where appropriate



## Secretary

Responsible for arranging meetings; communications with committee, group membership and Membership Engagement Coordinator (MEC)

- organise committee meetings / AGMs. Circulate minutes to committee and MEC
- circulate minutes of Advisory Council (AC) meetings from the AC Group Rep to committee
- ensure timescales for AGM notices and nominations are in line with CifA regulations for Area and Special Interest Groups
- submit an Annual Report about the group's activities
- liaise with the committee to produce / update the group's three-year plan
- communicate group activities to group members, with support from MEC



## Treasurer

Responsible for planning and monitoring the Group finances (NB: the Institute's money belongs to all CifA members not to groups)

- submit an Annual Budget Request form to obtain funding for the group's business
- submit an Events Budget Request form to hold an event or workshop
- be aware of any sponsorship relevant to group activities and events and inform the MEC
- liaise with the committee to produce / update the group's three-year plan
- Inform committee of the group's financial affairs and report at the AGM
- monitor recruitment of non-member group members and income from this



## Ordinary committee member (OCM)

Responsible for helping to support the Officer roles to undertake group activities

- attend committee meetings to discuss group activities / areas of interest and suggest agenda items
- support the Officers with their responsibilities, if needed
- keep up to date with the group's three-year plan and help to action / suggest ideas
- can take on specific roles agreed by committee to support the Group's constitution eg Advisory Council rep, Social media manager, Events coordinator, Newsletter editor, Communications manager