

# Group committee roles and responsibilities



## Chair

Responsible for representing the Group, and supporting and directing committee members and activities

- 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 ClfA regulations for Area and Special Interest Groups
- encourage and support the committee, where appropriate



## Vice-chair

Responsible for aiding the Chair in supporting and directing of the committee and representing the Group where appropriate

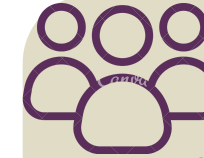
- standing in for the Chair if they cannot attend a meeting
- assist the Chair in development of the group's three-year plan
- assist the Chair with delegation of committee member tasks
- assist the committee with monitoring of non-member group members
- liaise with ClfA staff to provide the income reporting information needed at an AGM
- request any additional funding for committee business through ClfA staff
- assist the committee with event ideas and/or sourcing content/speakers
- assist the Chair to encourage and support the committee



## Secretary

Responsible for arranging meetings; communications with committee, group membership and Member 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 ClfA 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



## 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