

Role of Chair

The main function of this volunteer role is to work with other Officers and Trustees to enable the good overall governance and strategic direction of the Charity.

Current responsibilities of the Chair are as set out below. However, if there are some areas in which you do not have experience or would not be comfortable covering, do not be put off, as other members of the Executive Committee are happy to provide support in many areas, so there is an opportunity to further shape the role and responsibilities based on our current structure.

Key Responsibilities:

1. Chair meetings (Executive Committee - 6 times a year). Prepare agendas/agree minutes with the Secretary and facilitate discussion and keep conversation focused.
2. Organise, co-ordinate and review the Executive Committee activities.
3. Maintain and improve the profile of the Society by attending external meetings, receptions and consultations.
4. Ensure the financial stability of the Society and help the Treasurer to prepare budgets.
5. Participate in the Society's events, visits, Zoom talks and meet Members. Host events on some occasions.
6. Write a brief contribution to Newsletters.

Role of Membership Secretary

An enjoyable Executive Committee Officer role for an organised person with a good grasp of IT and a reasonable understanding of databases.

Key responsibilities:

1. Maintain database of Members and contacts.
2. Welcome new Members and follow up renewals.
3. Collaborate with the Treasurer to reconcile member payments.
4. Attend and provide updates for bimonthly committee meetings.
5. Provide reports from the database as required, for example labels for biannual newsletter mailings.