



ROLE DESCRIPTION

Elected Position on the Executive Committee

CHAIRPERSON

RESPONSIBLE TO:	The Executive Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"> ● Enthusiastic ● Well organised ● Honest ● Prepared to make a regular time commitment ● Prepared to make instant decisions when necessary ● Confident at public speaking and keeping order during meetings
MAIN DUTIES:	<ul style="list-style-type: none"> ● Take responsibility for chairing the Executive Committee ● Take responsibility for chairing the General Committee ● Oversee and guide all decisions taken by the General Committee ● Oversee and guide all decisions taken by sub committees. ● Oversee the work of all officers. ● Be responsible for communicating the views of all committees ● Liaise with the Secretary on the agenda for each meeting ● Approve the minutes before they are circulated ● Be completely familiar with the constitution and the project policies ● Be completely familiar with constitution and procedures ● Liaise with the Treasurer and project manager ● Ensure funds are spent properly and in the best interests of the project ● Schedule committee meetings ● If unable to attend any committee meeting, a written report should be sent to the Secretary with a brief on the agenda
TIME COMMITMENT:	Position held for 1 year



ROLE DESCRIPTION

Elected Position on the Executive Committee

TREASURER

RESPONSIBLE TO:	The Executive Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"> ● Able to keep records ● Well organised ● Honest ● Prepared to make a regular time commitment ● Prepared to make instant decisions when necessary ● Confident at public speaking and keeping order during meetings
MAIN DUTIES:	<ul style="list-style-type: none"> ● Responsible for the project finances ● Deal efficiently and effectively with all invoices and bills ● Keep up to date records of all financial transactions ● Ensure that funds are spent properly ● Issue receipts and record all monies received ● Attend committee meetings and present the budget report
TIME COMMITMENT:	Position held for 1 year

ROLE DESCRIPTION

Elected Position on the Executive Committee

SECRETARY

RESPONSIBLE TO:	The Executive Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"> ● Able to keep records ● Well organised ● Honest ● Good level of literacy ● Prepared to make a regular time commitment
MAIN DUTIES:	<ul style="list-style-type: none"> ● Able to keep records ● Maintain accurate minutes of meetings ● Send communications from the company ● Be accountable for project record keeping and communications ● Liaise with Chairperson and Treasurer ● Update company procedures and policies in line with legislation
TIME COMMITMENT:	Position held for 1 year



ROLE DESCRIPTION

Elected Position on the General Committee

SAFEGUARDING OFFICER

RESPONSIBLE TO:	The Executive Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"> ● Approachable with friendly manner ● Well organised ● Honest ● Good Listener ● Motivated ● Prepared to pass on concerns to professional agencies when necessary
MAIN DUTIES:	<ul style="list-style-type: none"> ● Able to keep records ● Ensure that the child protection procedures are understood and adhered to by all members. ● Establish and maintain the complaints procedures. ● Attend the NGB workshop 'Safeguarding and Protection' (once every three years). ● Attend Safe Gym for All once. ● Be familiar with current child protection legislation and Protection of Children (Scotland) Act 2003. ● Understand the NGB child protection procedures, rules and regulations. ● In the event of a complaint being made ensure that the complaints procedures are met. ● If unable to attend any committee meetings send a report/ apologies to the secretary
TIME COMMITMENT:	Position held for 1 year