



National Back Exchange Executive Committee Member

Core Job Description

All Executive Committee Members are expected to adhere to the following core responsibilities. Role specific responsibilities are laid out in the individual job descriptions for that role

1. Promotion of National Back Exchange (NBE)

Actively promote the aims and objectives of NBE

Contribute to raising the profile of NBE as agreed at executive committee meetings

Attend events on behalf of NBE, maintaining the positive reputation of the association

Contribute to the Personal and Professional Management of the Executive Committee

2. Communications and Record Keeping

Respond to external email enquiries in a timely manner in order to uphold the image of NBE

Respond to internal emails in a timely manner in order to support the work of the executive committee

In order to facilitate the work of the Executive Committee, members should ensure that they meet the deadlines for work allocated. If members are unable to do this, due to other commitments, they may be asked to consider their position on the committee.

During periods of annual leave or absence ensure the admin team and executive committee are notified in advance of absence where possible and out of office is used on the email system

Ensure all documents are stored on Google drive in accordance with current policies

To conduct all email correspondence using the NBE email address

3. Policies and Procedures

Adhere to all policies and procedures of NBE

In accordance with the Nolan principles of public life, declare any potential conflict of interest prior to involvement in any discussion related to that subject

4. Meeting Attendance

Attend and contribute to NBE Executive Committee meetings

Attend annual business planning weekend

If unable to attend for 2 consecutive meetings, to discuss ongoing role with Chairman

Complete actions as allocated following each meeting and record on live action tracker

Notify secretary in advance if unable to attend Executive committee meeting

5. Conference attendance

Attend annual conference and fulfil roles as allocated during conference to ensure its smooth running

6. Miscellaneous

Handover any NBE property at end of term of office

7. Line Management of Administrative Staff - this role will be allocated to one Executive Officer and will vary amongst the Executive Committee Members dependent on the skill and experience of the committee members at the time but the role will involve:-

- a. Maintaining regular contact - minimum weekly
- b. Completion of annual appraisal
 - i. Identification of development needs
 - ii. Support to meet needs identified
- c. Personnel management including sickness absence, working hours, annual leave salary
- d. Agreement of core office hours
- e. Escalation of any issues identified to Chair

Chairman Job Description

1. Strategic Management of NBE
2. Oversee the correct implementation of all the policies and procedures of NBE.
 - a. Either the Chair or nominated member of the Exec committee is responsible for the investigation and actions arising from any potential breach of the policies and procedures.
3. Oversee the operational management of NBE, including:-
 - a. nomination of executive member to provide line management for the admin team
 - b. providing support to this nominated executive member for this role
4. Oversee the financial management of NBE
5. Oversee the production of the Column
 - a. Submit to Column editor by email, a topical summary for inclusion in each edition of Column
 - b. Liaise with the Column Editor, Administration Office and the Printers regarding the number of issues required until the move is made to a digital format
6. Maintain regular contact with all members of the Executive Committee - at least monthly
7. Provide support to executive committee members as required
8. During periods of annual leave or absence, ensure that a nominated officer(s) undertakes delegated roles, to ensure that a professional service to the membership is maintained
9. Annual General Meeting
 - a. Ensure that the membership has been given 28 days' notice of any annual general or extraordinary general meeting
 - b. Chair the Annual General Meeting
 - c. Ensure that the outcomes from the AGM are actioned within the agreed timescales.
10. Chair Executive Committee meetings

- a. Liaise with the National Secretary on agenda items, venue and timings, ensuring meetings are quorate
- b. Ensure that any amendments are made to the minutes at the following meeting
- c. Ensure, in consultation with the Secretary, that any nominated action as a result of a meeting is initiated and the target dates are set
- d. Ensure that all officers regularly attend meetings
- e. Ensure, in conjunction with the secretary, invites are made to appropriate visitors to executive committee meetings e.g. Column editor, Professional Affairs Chair, Conference Speaker Coordinator

11. Support the Conference Speaker Coordinator in their role

- a. Liaise with the Conference Co-ordinator to ensure the conference planning and procedures are being followed

12. Policies

- a. ensure employees, and executive committee members adhere to all policies of NBE
- b. ensure any issues raised are dealt with in line with the requirements of the appropriate policy

13. Liaise with the Public Relations Officer in order to release press or position statements in line with agreed guidelines.

Vice Chair

1. Support the Chair with strategic and operational management of NBE, and take responsibility for all aspects of this in their absence
2. In the absence of the Chair
 - a. Chair meetings as required
 - i. Liaise with the National Secretary on agenda items, venue and timings, ensuring meetings are quorate
 - ii. Ensure that any amendments are made to the minutes at the following meeting
 - iii. Ensure, in consultation with the Secretary, that any nominated action as a result of a meeting is initiated and the target dates are set
 - iv. Ensure that all officers regularly attend meetings
 - v. Ensure, in conjunction with the secretary, invites are made to appropriate visitors to executive committee meetings e.g. Column editor, Professional Affairs Chair, Conference Speaker Coordinator
 - b. Maintain regular contact with all members of the Executive Committee - at least monthly
 - c. Provide support to executive committee members as required
 - d. During periods of annual leave or absence, ensure that a nominated officer(s) undertakes delegated roles, to ensure that a professional service to the membership is maintained
 - e. Co-ordinate the updating of all NBE policies

Secretary

1. Agree dates and venues for Executive Committee meetings with the Admin team
2. In conjunction with the Chair, prepare agenda for National Executive Committee meetings or EGM 7 days prior to the proposed date of the meeting
 - a. Circulate to Executive Committee members and invited guests seven days before the date of the proposed meeting
 - b. Send reminder to all Executive Committee members 14 days before the meeting with a second reminder 7 days before, regarding completion of allocated actions
 - c. Record minutes of each Executive Committee meeting and share with the members of the Executive Committee, via the shared drive, within ten working days of the meeting
 - d. These minutes must be proposed, seconded and voted upon as a true and accurate record of the meeting
 - i. Any amendments to the minutes must also be proposed, seconded and voted as correct
 - e. A master copy is kept on the shared drive
 - f. In addition, to provide evidence of the legality, once voted upon as a true and accurate record of the last meeting, a pdf copy is to be sent to the NBE office to be saved on the hard drive
 - g. Ensure the action tracker is maintained
 - h. The updating of the action list after each meeting, will be delegated to a Regional Officer and should be circulated via shared drive to the Executive Committee and relevant people, within ten working days of the meeting.
 - i. Produce a summary of Executive meetings for each Column By Column copy dates
 - j. To ensure that a minimum of 28 days notice of AGM is forwarded to all NBE members
 - i. The AGM must be held within 8 months of the end of the financial year

- ii. The AGM agenda must include officer's reports from the Chairman and Treasurer audited accounts and the results of the nominations and election of officers of the Executive Committee
- iii. Apologies for absence must also be recorded
- iv. Any motions proposed by the membership must be distributed to all members at least 28 days before the AGM
- v. Send to Communications Officer to put on the website at least 28 days before AGM
- vi. AGM agenda; financial and proposed membership motions; last year's AGM minutes; and Financial Report from Treasurer
- vii. The Secretary must attend the AGM and maintain a record of all members attending the AGM
- viii. This should be achieved by the collation of a list of members at the AGM with apologies for absence being recorded as part of the prepared agenda
- ix. As the AGM may be recorded (sound) the Secretary should ensure recordings are sent to and retained at NBE office for easy access & retrieval
- x. Nominations for the election of the Executive Committee must be received in writing at least 60 days prior to the AGM
- xi. They must be proposed seconded and consented to, in writing, by the proposed nominee
- xii. Nomination forms must therefore be forwarded to the members giving the maximum time possible to allow their return i.e. in the spring edition of Column
- xiii. Ensure all Executive Officers are aware they retire annually
- xiv. Monitor time span for each post held and maintain a record in the shared drive
- xv. Re-elected Officers may serve for a maximum of 6 years
- xvi. A period of 1 year must elapse before an Officer who has previously served a period of 6 years can be re-elected

- xvii. If more than one nomination is received per post a vote must be taken by members at the AGM
 - xviii. Candidates are to be advised by the Secretary, that they will be expected to provide a short presentation at the AGM
 - xix. Extraordinary General meetings (EGM) As and when requested
 - xx. A minimum of 28 days must be given to membership of an EGM
 - xxi. An EGM may be called by either the Chairman or at the written request of 15 or more fully paid up members of NBE
- k. Retain copies of all NBE Strategic & Operational Documents
 - l. To facilitate retrieval of any documents at Executive Committee meetings, ensure that a copy of all NBE documents/database information and any other material the Secretary deems necessary is kept on the shared drive

Treasurer

1. Support the administration office in compilation of the Associations accounts
2. Act as Verifier for all income/expenditure related to the Associations business activities
3. Administration office reconciles the accounts on a quarterly basis and the Treasurer verifies this reconciliation prior to presenting to the Members / Executive and on the website
4. Liaise with the designated Accountants & HMRC
5. Ensure the Annual VAT and Corporation Tax Return are submitted in a timely manner
6. Ensure the Association's accounts are independently verified on an annual basis by the designated Accountants
7. Oversee the application of the Associations Standing Financial Instructions and expenses policy
8. Maintain a current account balance of £25,000 in line with the Standing Financial Instructions
9. The Administrator Office should ensure that the Treasurer receives copies of all original correspondence related to the Association's accounts
10. The Administration office should ensure that the Treasurer receives reconciled spreadsheets and bank statements
11. Work with the Executive Committee to agree budget goals and restrictions through Executive meetings and the Financial Appendix to the Business Plan
12. Report to the Executive at each meeting the status of income/expenditure against budget targets set in the Associations Business Plan
13. Ensure there is adequate insurance provision to protect the Association and its' Officers e.g. Officers PLI, Conference insurance and insurance to cover contents, stock and assets
14. Lead on tendering activities for the purchase of new services on behalf of the Association
15. Investigate all reports of suspected/alleged fraud and liaise with the Executive Committee in line with the Associations Fraud Policy

16. Review the Associations Standing Financial Instructions, Expenses Policy and Fraud Policy every five years or sooner if require
17. Monitor the “Terms of Reference” and fees of the Associations designated Accountants
18. Process monthly payroll in a timely manner including payment of NI/PAYE and pension contributions
19. Monitor annual leave entitlement and sickness absence and report to the designated Accountants as applicable
20. Consider staff salary & leave entitlement annually
21. Verify that Admin maintain accurate records of payroll expenses
22. Prepare a written Treasurer’s report based on the Associations independently verified accounts and the Business Plan for the coming year
23. Present the intended Treasurers report to the Executive Committee for approval prior to circulation to the membership within 28 days of the AGM
24. Attend the Annual General Meeting to present the Treasurer’s report and respond to questions
25. Retain copies of all National Back Exchange Strategic & Operational Documents

Public Relations Officer

1. Liaise with other relevant organisations, professional, national and international bodies
2. Contact relevant targeted public organisations, journals, television, radio and newspapers with information on forthcoming events and publications and other information as agreed with the National Executive Committee.
3. Use of social media to further deliver NBE's message
4. Assume NBE Executive Committee liaison role with the NBE Professional Affairs Committee
5. Liaise with the Column Editor on the development of the information packs to be used as promotional material for NBE
6. Promote the annual conference by liaison with other organisations
7. Design NBE conference flyers with the NBE Administration Team and Pages Creative and arrange distribution (reciprocal arrangements where possible) with other organisations
8. Ensure that the flyers are produced in timely manner for relevant events
9. Attend relevant Conferences to scope out the potential for future NBE presence
10. Liaise with relevant international partners with an interest in moving and handling
11. Develop an ongoing marketing strategy and work to the marketing plan
12. Chair meetings with the Column editor and team when necessary to specifically discuss Column production and content
13. Communicate with the Column editor on a monthly basis to discuss Column production and content
14. Feedback to the Executive Committee at each Executive Committee meeting
15. Ensure that any material from the PRO, for inclusion in the Column is forwarded to the Column editor
16. Liaise with the Publications Professional Development Officer in relation to ongoing publications and feedback from the NBE National Executive committee meetings
17. Conference Delegate Evaluation - PRO to manage the collation and analysis of the previous conference evaluations for the delegates, speakers and exhibitors.

18. Evaluation Report to be submitted to Column by 1st October

19. Liaise with the Chairman in order to release press or position statements in line with agreed guidelines

Membership Secretary

1. Check annual renewal of Data Protection Certificate May - admin team complete this
 - a. to obtain and complete annual renewal application form
 - b. to ensure the contact details for National Back Exchange are correct
 - c. Direct Debit has been set up 18th May each year
 - d. Data Protection certificate to be held in the Administration Office
2. Review and amend membership and advanced member application form
 - a. In conjunction with Administration Office to agree information required for membership application form
 - b. Membership Secretary and Administration Office to identify the necessary software required to facilitate the operational management of the membership database [new database installed April 2006]
3. Maintain an up to date National Membership Record Monthly at Executive Meetings
 - a. Administration Office to maintain accurate membership details and database
 - b. Membership Secretary to liaise with Administration Office monthly to obtain current national membership details
 - c. Administration Office to hand a copy of the membership database to the Membership Secretary at each Executive meeting
4. Membership Secretary to liaise with the Administration Office to compile accurate membership contact details for inclusion in the directory
5. Advanced Membership
 - a. Ensure audit system is in place to verify validity of advanced members
 - b. Evaluate each application to be audited and request additional evidence, as required
 - c. Inform the applicant of the outcome of the audit, within the identified timescale

- d. Ensure the Administration Office allocates applications through the Accreditation of Prior Learning and Experience route of entry to appropriate panels.
- e. No more than six applications shall be given to any one panel
- f. Ensure the Administration Office notifies the Column Editor and Website Editor of successful applicants
- g. Coordinate mentoring of applicants via the accreditation of prior learning and experience (APEL) route of entry
- h. The Administration Office will contact the Membership Secretary when there has been an initial contact by a member requesting the support of a mentor.
- i. The membership secretary will contact an Advanced member to request their assistance
- j. Once a mentor has been identified, the Membership Secretary will send their contact details to the applicant
- k. To assist in the coordination of the Advanced Members Workshop at conference

6. Honorary Membership

- a. Update the Honorary Member application, as required and put on the website

7. Local Officers Workshop

- a. Chair Local Officers' Workshop at Conference
 - i. To ensure a list of attendees is completed and apologies receive
 - ii. To write a summary of the meeting for the next edition of Column

Communications Officer

1. Compile and maintain a library of all NBE publications in hard copy and/or pdf format
2. Obtain relevant publications from other sources in similar formats following discussion with the National Executive Committee
3. Identify, establish and maintain a database of research publications relevant to manual handling
4. Provide information about relevant publications to NBE members, as requested
5. Ensure there are no abuse of copyright laws when supplying information
6. Develop and manage the NBE Website
 - a. Liaise with anyone regarding development needs
 - b. Be the key contact between the exec team and the website developer
 - c. Liaise with the website Editor for website development and content
 - d. Work with members and the National Executive Committee, as appropriate regarding the content of the website
 - e. Support admin team to add/ remove or amend :-
 - i. NBE documents, policies and strategic documents as they are updated by the executive team
 - ii. copies of the column as appropriate
 - iii. copies of each Exec meeting minutes
 - iv. copies of the affiliated group rules to the local group forum
 - v. commercial banners
 - vi. news articles as required/ requested and directed by professional affairs group and the Exec team
 - vii. changes to the local group contacts
 - viii. Amend the Executive team description as job roles change

- ix. Advertise publications and submit onto the website as and when required
- x. Advertise the conference and submit this information onto the website
- xi. Create a banner and design to be submitted onto the website

7. AGM

- a. Submit nomination, proposal forms and AGM paperwork to the member's forum and link to the main forum within the agreed timeframe
- b. Submit the voting for proposals e.g. Financial, nominations and any other proposal

Regional Officer

1. Contact each affiliated local group, within the nominated Regional Officer's area, regularly, before and after each executive meeting
2. Maintain regular communication with each affiliated group in your region
3. Attend the Local Group Officers' Workshop at each conference
4. Notify regional groups when executive meeting minutes are published on the website
5. Liaise with affiliated groups, within the Regional Officer's area, to ensure contact details are accurately maintained and any changes notified to the administration office as required
6. Affiliation Process of Local Groups
 - a. Through liaison with the National Secretary and Administration Office to ensure that applications have been completed, according to the guidelines issued for groups within the respective Regional Officer areas
 - b. Affiliation process to be completed annually following each local group's AGM
 - c. Ensure the Administration Office has forwarded a list of successfully affiliated local groups to the Editor of Column shortly after 1st July each year.
 - d. Significant changes may be made by the Editor prior to the publication deadline, if necessary
 - e. Liaise with any local group who may require advice, guidance and assistance, to comply with the affiliation process

Conference Speaker Coordinator

Pre Conference

1. Assist the Executive Committee to agree title of conference
2. Review Call for Papers document and adjust with relevant title and dates for forthcoming event
3. Liaise with Public Relations Officer and NBE Admin team to publish call for papers and actively promote via social media platforms and NBE website
4. Actively promote the event and source speakers relevant to the theme. Review speakers attending other events (e.g. Naidex, OT Show) and invite to speak where appropriate
5. Respond to queries from interested speakers to encourage to submit call for papers and provide necessary information
6. Liaise with NBE Admin team regarding submitted papers and review to ensure accurate, appropriate and meet the criteria for the theme of conference
7. Collate all call for papers and present to identified Executive members for review and approval
8. Work with the Admin team to:
 - a. Inform speakers regarding the success of their submission and if successful, provide details of a provisional date for their allocated session
 - b. Ensure all required information about the speaker has been received, including contact details, photograph, biography and abstract
 - c. Identify equipment requirements and nature of the practical workshops to allow appropriate room allocation
 - d. Establish any associated costs incurred by speakers which may be chargeable to NBE (e.g. travel costs of a plenary speaker) and discuss/seek approval via the Executive committee
 - e. Send out and ensure receipt of speaker contracts
 - f. Populate the programme sessions to ensure appropriate variety and representation to meet members needs throughout the event
9. Make contact with speakers leading up to the event (4 weeks prior) as courtesy call/email to ensure all ok with their specific details and to answer any queries.
10. Liaise with the Public Relations Officer to provide information for them to promote the event via social media platforms, email and local groups

During Conference

11. Attend the Executive conference planning meeting on the evening before conference to run through the programme and allocate Executive members to support individual speakers when they arrive at the event to ensure everything in place for their allocated session
12. During the event, have an overview of the programme sessions and ensure everything running smoothly

Post Conference

13. Review speaker evaluations and make recommendations for adjustment of future conferences based on these where relevant