



national back exchange

Specimen Job Descriptions for Local Officers

CHAIRMAN

Summary

The Chairman is responsible for the overall organisation of the local group

Main Activities

- To chair group meetings and ensure that the meeting runs to time and to the agenda
- To ensure all group members have an equal opportunity to contribute to discussions
- To convene a meeting of the local executive committee at least once a year, as specified in the local group constitution
- In conjunction with the Secretary, to organise venues, refreshments and speakers for group meetings
- To ensure that the group affiliates to the National organisation on an annual basis
- To write an annual report for presentation to group members at the Annual General Meeting
- To convene an Annual General Meeting in the same month of each year for the election of group officers and the presentation of annual reports and financial accounts
- In the event of a tied vote at any meeting, the Chairman will have the casting vote
- To liaise with the relevant Regional Officer regarding group activities
- In conjunction with the Public Relations Officer, to ensure articles on local group news are submitted to the regional officer by the copy date for each issue of Column
- To attend Local Officers Workshops

VICE-CHAIRMAN

Summary

The Vice-Chairman is responsible for assisting and deputising for the Chairman in the overall organisation of the local group

Main Activities

- In the absence of the Chairman, the Vice-Chairman will chair group meetings and ensure that the meeting runs to time and to the agenda
- To deputise for the Chairman in his or her absence
- In the absence of the Chairman, to ensure that the committee members are supported in their roles by assisting them to operationally manage the local group
- To attend Local Officers Workshops

SECRETARY

Summary

The Secretary is responsible for the administration of the group, including the circulation of minutes and agenda items

Main Activities

- In conjunction with the Chairman, to organise venues, refreshments and speakers for group meetings
- To circulate to members the dates and agenda for local group meetings
- To circulate any communication from the National Executive to group members
- To take accurate minutes of all group meetings and circulate these to members and the relevant regional officer
- To maintain an accurate and up to date database of members, ensuring that they are all members of National Back Exchange
- To complete and submit the necessary paperwork to ensure affiliation to the National organisation, in conjunction with the Chairman and the Treasurer
- To inform members of the date and venue of the Annual General Meeting at least 28 days in advance

- To notify members of the executive committee, at least 7 days in advance, of committee meetings, including particulars of the business to be transacted
- To present an annual report to members at the Annual General Meeting
- To retain all documentation relating to the business transacted by the group and executive committee, as well as documents circulated by the national executive committee
- To attend Local Officers Workshops

TREASURER

Summary

The Treasurer is responsible for effectively managing the group accounts by keeping full and proper books of account and financial records

Main Activities

- To administer the finances of the group, including the banking of subscriptions from group members, where applicable
- To effectively manage the group's bank account and act as a co-signatory with other members of the executive committee
- To present an annual report of the group finances at the Annual General Meeting and forward a copy to the Secretary for inclusion in the affiliation documentation
- To propose at the Annual General Meeting the members' subscription rate, based on the previous year's annual report
- To obtain an annual audit report of the accounts by an independent person of standing, if the total sum in all accounts is over £1000
- To approve in advance any costs incurred by the group e.g. speakers
- To attend Local Officers Workshops

PUBLIC RELATIONS OFFICER

Summary

The Public Relations Officer is responsible for promoting the activities of the group and increasing membership

Main Activities

- To promote the activities of the group to local healthcare providers and academic institutions e.g. social services, care agencies, universities, in order to encourage new members to join the group
- To write the local group news article by the copy date for each issue of The Column and forward it to the Chairman for approval
- To produce promotional material e.g. posters for display at conference, information leaflets on group activities
- To liaise with the Public Relations Officer on the national executive
- To attend Local Officers Workshops