

COMMITTEE ROLES

The Chair

The role of the Chair is to lead the committee, ensuring that it fulfils its responsibilities as the Award Forum. The Chair's role is also to work in partnership with the committee members, helping them to achieve the aims of the forum; and to optimise the relationship between the D of E Office, committee and volunteers. Experience of managing meetings and an ability to ensure that all viewpoints are able to be expressed are required. The key responsibilities include:

- providing leadership for the committee members in their role of setting the strategy and policy of the Award Forum
- planning the annual cycle of committee meetings
- setting agendas for committee meetings
- chairing committee meetings
- monitoring that decisions taken at meetings are implemented
- representing the organisation at functions and meetings and acting as a spokesperson as appropriate

The Secretary

The role of the Secretary is to support the Chair by ensuring the smooth functioning of the committee. Communication is almost totally electronic, so access to email and word processing is essential. The key responsibilities of the Secretary include either doing the following tasks, or if delegated, ensuring that they have been carried out:

- making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc.)
- preparing agendas in consultation with the chair and circulating them and any supporting papers in good time
- receiving agenda items from other committee members/volunteers
- minuting the meetings and circulating the draft minutes to all members
- checking that the committee have carried out actions agreed at a previous meeting

Participant Members

As with other non specific roles on the committee, this is an opportunity to both steer and participate in support activities in the City. Membership requires an ability to understand the issues being debated, the confidence (supported by the Chair) to offer both opinions and support, and a willingness to give some time in support of other participants. This role would also qualify for some aspects of their D of E programme.