

# Chair, Vice Chair and Treasurer

## The Committee as a Whole

The committee as a body will be expected to carry out fundraising planning and activities in the absence of a designated fundraising officer. This will be in consultation and overseen by the CEO and Board of Trustees.

## Chairperson

The chair is appointed by the committee to ensure meetings are run, on time and they follow the agenda. The chair's decision on procedures are final. The authority of the chair should be noted by members, particularly when selecting the occupant of this office.

The duties of a Chairperson may include, but are not limited to:

1. To show full support to the CEO.
2. To conduct the business of the region/branch/discussion group in accordance with Side by Side practice.
3. To prepare the agenda in consultation with the vice chair.
4. To make sure that any information required to aid discussion is available or that a group is organised to research and provide it.
5. To be aware of the purpose of the meeting, and if necessary, being by re-capping the previous meeting.
6. To define discussion items or areas for action.
7. To set the tone of the meeting, i.e. formal or informal.
8. To conduct the meeting efficiently and effectively and within a structure:
  - 8.1. take each item in turn
  - 8.2. facilitate discussion and keep it 'on track'
  - 8.3. keep to the time limits
9. To summarise:
  - 9.1. put any questions to the vote
  - 9.2. recap any debate
  - 9.3. clarify decisions and actions to be taken
  - 9.4. check commitment
10. To ensure that agreed actions are taken.

## Vice Chairperson

The duties of a vice chairperson may include, but are not limited to:

1. To prepare and issue notices and agendas of all meetings in consultation with the chairperson, and to ensure that any background papers are available well before the meeting.
2. To attend and take the minutes of every committee meeting.
3. To circulate minutes to all committee members, and to conduct the correspondence.

4. To notify all members of annual general meetings (details are available on request from the Side by Side office).
5. To present an annual report to the AGM.
6. To provide the Side by Side office with:
  - 6.1. a completed 'Return of Officers' form listing the elected representatives of the region or branch within 14 days of the annual general meeting and updates as they occur
  - 6.2. notifications of meetings (other than committee meetings) for publication on the Side by Side website:
  - 6.3. reports on meetings held, written by the vice chair or other person delegated to do so by the vice chair
7. To act at all times under the direction of the committee.
8. To maintain links with discussion groups affiliated to their region or branch.
9. To, on occasion, act in the place of chair should the appointed chair not be present at a meeting.

## Treasurer

The duties of a treasurer may include, but are not limited to:

1. To be accountable and responsible for the financial activities of the local group.
2. To advise the region, branch or discussion group committee of suitable uses of funds.
3. To account for any other local monies collected on behalf of Side by Side or for Side by Side activities.
4. To maintain accurate accounts, including a record of debtors and creditors.
5. To provide timely quarterly income and expenditure returns with receipts and VAT details to the Side by Side office.
6. To submit a financial report to the region or branch AGM, and to committee meetings as required.
7. To ensure the safe keeping and retention of all financial records and information.
8. To pass, on retiring from office, all books, papers and monies to the incoming treasurer (or to the chair).
9. The regional treasurer is, additionally, delegated to provide support to branch and discussion group treasurers and to act as a focal point for them.

## Supporting Roles

There are also a number of supporting roles which include but are not limited to:

1. Supporting the Chairperson with;
  - a. Preparing meeting agendas.
  - b. Follow up with any agreed actions.
2. Supporting the Vice Chairperson with;
  - a. Issuing notices and agendas of all meetings.
  - b. Circulating minutes of meetings to all members and trustees.
3. Supporting the Treasurer with;
  - a. Bookkeeping.
  - b. Collating financial reports for meetings.
  - c. Taking membership fees.

4. Social media
  - a. To support the full committee with social media posts by;
    - i. Informing the committee of any post ideas that you have.
    - ii. Maintain the Website and social media posts.
5. PR and Advertising
  - a. To support the full committee with PR and Advertising by;
    - i. Distributing marketing materials.
    - ii. Designing leaflets, posters and flyers to be printed and distributed.
6. Fundraising
  - a. To support the full committee with Fundraising by;
    - i. Informing the committee of any fundraising ideas that you may have.
    - ii. Leading on fundraising projects.
    - iii. Encouraging choir members to take part in fundraising events.