

Office Bearers Duties

1. Secretary -The Secretary's main duties include:

- Taking minutes of meetings - that means taking a written record of decisions made.
- Letting people know when and where the next meeting is and what it is about.
- Helping the chairperson to prepare agendas for meetings.
- Writing and receiving letters on behalf of the association.
- Keeping members informed of what correspondence has been sent out and received.
- Keeping a record of membership, important phone numbers and so on.

Minutes should include:

- State the name of the association, date, time and place of meeting.
- Include a list of who was present at the meeting.
- Follow the agenda.
- Be clear, short, and easy to read and understand.
- Include all decisions made, and the key arguments leading to that decision.
- Have an Action column stating who's responsible for carrying out decisions made.
- State date, time and place of next meeting.
- Be written up and sent out soon after the meeting
- Keep a full set of minutes for future reference.

Chairperson- the chairpersons duties include:

- Guide the association to achieve its aims.
- Chair the meeting of the association.
- Be aware of all the activities earned out by the association.
- Ensure other officers are carrying out their tasks
- Prepare agendas for meetings (with the secretary).
- Make sure each item on the agenda is discussed and a decision made and recorded.
- Make sure everyone gets an opportunity to contribute to the discussion.

Vice chair - Stand in for chairperson as required.

Treasurer - Duties as follows:

- Overall responsibility for the association's finances
- Open a bank account.
- Pay money received into the bank, keep a record of money received and issue receipts.
- Pay bills and keep a record of money spent.
- Keep petty cash and petty cash account book for day to day expenditure.
- Keep an account book of all money going on and out of the organisation.
- Prepare statements to the committee and for the Annual General Meeting.

Contracts Co-ordinator - duties are as follows:

- Overall responsibility for organising maintenance of common areas
- Ensures that all work has been earned out properly
- Arranges quotes for specific tasks.
- Organises work teams as required.
- Report work activities done or required.

Social Convenor – duties are as follows:

- Arrange Social Events
- Report activities/events to monthly meetings.

Role of Chairperson

Start Promptly

Start on time, even if some members have not arrived. If the speaker on the first item on the agenda is absent, move to the second item.

Unite the Group

Gain interest and commitment from the members. Reduce tension and try to avoid boredom setting in.

Keep the Meeting in Focus

It is the Chairperson's job to see that the speakers keep to the agenda and work steadily towards achieving the purpose of the meeting. It is useful if the Chairperson summarises progress whenever appropriate. They should check that members know what the objectives of the meeting are and do not lose sight of them.

Encourage all Members to Contribute

A good Chairperson will make sure that everyone has a chance to speak and that the meeting is not dominated by one or two members. Members should be encouraged to make relevant contribution, and a fair hearing given to all ideas presented.

Protect Members

Some people are reluctant to express their views and one sharp remark may silence them for the rest of the meeting. The Chairperson should watch for this and ensure different members expand their ideas.

Remain Impartial

The Chairperson of a meeting is meant to remain impartial, but in many situations they must eventually express a view since they may have to make a final decision. As far as possible therefore, they should conceal their views until the last possible moment. This is particularly important when the Chairperson is the most senior, since an early disclosure of their own views will almost invariably bias the subsequent discussion.

Discussion

Control and guide the discussion towards the achievement of the objectives. Healthy disagreement and exchange of views should be acknowledged and not left to simmer. The Chairperson should try to achieve consensus from the members on each item and ensure that criticism is constructive and not vindictive.

Record Decisions Taken

When no secretary to the meeting is appointed, the Chairperson usually records the decisions of the meeting. It often saves time if the Chairperson does this at the same time as he/she is summarising progress.

Reasons For Holding Meetings

The Chairperson needs to be honest with themselves as to whether the proposed meeting falls into one or more of the following areas:

- giving information
- exchanging information
- decision making
- problem solving
- negotiating
- team building
- motivating
- co-ordinating action
- consulting

Purpose and Need

- Do you need a meeting?
- What do you want to achieve?
- Prepare yourself, know what the meeting is for.
- Make sure the members know what it's for.

Agenda

- Arrange a sequence
 - urgent items first
 - challenging items early when everyone is fresh
 - universally interesting items later when interest may be flagging
 - consider items where meeting may be divided - or result in solidarity
 - Disruptive ones first ending with solidarity
- Provide clear information, not a list of headings
- Include time limits if appropriate
- Define the direction of the meeting
- Provide details of areas covered
- Indicate the end purpose
- Circulate Agenda beforehand

Who Should Attend

- Who must be there? Why?
- Who could attend? Why?
- Who will expect to be invited?

Preparation and Planning

- Notify people who need to be there making clear what needs to be achieved what needs to be dealt with why it needs to be dealt with
- Can the information be given or gathered by other means?

Where and When

- Have regard to cost, room size, facilities, equipment and neutrality where appropriate.
- Take into consideration, travel time, length of agenda, late v early starts, pre and post holidays.
- Room layout:
 - classroom - rows
 - seminar - U shape
 - committee - oblong
 - informal – circle
 - distance between members and Chairperson