

## **Committee Job descriptions for BHORA.**

Any member of the association can nominate themselves for a committee post which should be seconded at the AGM. If you would like to stand please email Laura Davenport ([bhoraenfield@gmail.com](mailto:bhoraenfield@gmail.com)) before the meeting. If you can't make the AGM but would like to join the committee email Laura and we can sort this out. **The more people involved the more we can achieve.**

**President.** To embody the ethos of the association, help keep it focused. To support and help guide the Chair and other committee members when necessary.

**Chair.** To help lead and direct the association. To make contact and build links with other local associations. To represent the association at public meetings. To speak at public meetings on behalf of the association. To write to the local press, local authority, London Assembly and other bodies on behalf of the association.

**Secretary.** Arrange venue for and call AGM, Half-yearly meeting and monthly committee meeting, put agenda together, make sure minutes are taken and circulated. Invite speakers. Manage production of 2 newsletters per year. Maintain paperwork of organisation.

**Treasurer.** Manages the finances of the association, reminds members when membership subscription is due (with Membership Secretary) and provides a financial report at the AGM.

**Membership Secretary.** Manage and increase membership, keep members up to date with future meetings, activities and issues of note and importance. Remind members when membership is due.

**Ordinary committee member.** These fall into two groups:

(a) those who hold a **watching brief** in an area they have specific interest or knowledge. They help advise and guide the organisation in their subject area. The watching brief can be one of the following or other.

(b) those who join the committee to **help organise**, attend meetings and take on areas of work as and when available and as and when needed.