



ALLOCATION OF RESPONSIBILITIES FOR COMMITTEE MEMBERS

November 2011

CHAIRPERSON

1. Chair weekly meetings of members (arrive early for meetings, prepare agenda/notes, plan meetings especially if no presenter)
2. Chair committee meetings as necessary (maximum one hour)
3. Circulate action points of committee meetings to committee members
4. Promote Network Plymouth at other events
5. Co-ordinate the activities of committee members
6. Ensure big/guest breakfasts are planned in detail
7. Ensure website is reviewed regularly and updated with changes in committee appointments
8. Write to external presenters thanking them for presentation
9. Act as signatory for cheques as required
10. Have access to internet banking to check account regularly
11. Arrange elections of committee members as appropriate

SECRETARY

1. 1 week prior to each meeting, email members commenting on previous meeting, confirming decisions made about the club, advertising next meeting including presenter/subject; asking to confirm to Secretary only if not attending.
2. Follow up members who fail to notify and miss the meeting.
3. Follow up any replacements for members who do not turn up.
4. Negotiate arrangements for meetings (venue)
5. Co-ordinate list of potential attendees (including guests – generally up to 5 per meeting) for each meeting and email to Chairperson/Treasurer/Badge Co-ordinator
6. Maintain register of attendees identifying no shows
7. By 1300 on a Wednesday, notify venue of anticipated numbers (for seating and breakfast).
8. Receive applications from potential members and agree processing with Chairperson
9. Circulate to members details of applicants requesting any objections
10. Confirm acceptance to new members (copying Treasurer) – or inform unsuccessful applicants.
11. Confirm full details of new members to Members to add to membership/circulation lists
12. Ensure information on new members is shown on website (pass to John Allan)

13. Prepare and maintain a working level of applicant packs, new member packs, other literature
14. Issue packs to new members
15. Act as signatory for cheques as required

TREASURER

1. Site 'pop-up' banner prior to meetings (arrive early)
2. Ensure payments from guests are collected at meeting and issue receipts
3. Follow up payments from guests who did not turn up or who cancelled after the deadline as appropriate
4. Collect 2 business cards from each guest and pass to the Chairperson and the Potential Members Co-ordinator
5. Advise Chairperson immediately prior to meeting of any changes to attendees.
6. Issue invoices once notified by Secretary that application is accepted.
7. Collect payments from new members for 6 month period; agree any special arrangements in cases of hardship; and issue receipts
8. Issue invoices for renewal to members one month in advance and issue receipts
9. Chase any payments outstanding by the due date and discuss with Chairperson whether member is to be barred from attending meetings until payment has been made
10. Maintain register of attendance showing payments, and subscription review date
11. Pay venue for breakfasts using cash taken and balance by cheque (ensuring two signatures on cheques)
12. Bank all payments
13. Keep account of financial records
14. Liaise with HMRC re any statutory requirements

POTENTIAL MEMBERS CO-ORDINATOR

1. Promote membership by encouraging members to bring visitors
2. Research sectors which are not represented in Club, where necessary
3. Forward Secretary's email re next meeting to appropriate guests ie those who have attended already and new guests
4. Notify Secretary of details of guests (name, business, email address) who wish to attend meeting as soon as possible
5. Introduce self to guests at meetings ensuring they have applicant pack if interested
6. Follow up hosts and guests (potential members) by telephone or e-mail following visits to establish future interest – and reason if not interested (in liaison with host member)
7. Contact guests who do not turn up at meetings to check if problem and establish if still interested in attending.
8. Explain benefits/rules individually to potential members
9. Liaise with the Chairperson in the organisation of Guest Breakfasts
10. Maintain up to date list of guests showing attendance at meetings and outcome of visits and circulate Guest Review List as requested
11. Retain contact details of guests (who did not join) for future use – with any reason for not joining
12. Maintain waiting list for new members and contact them when spaces are available, after checking with committee.
13. Promote the club and events/stories with media contacts

PRESENTATIONS CO-ORDINATOR

1. Encourage members to make presentations (at least one per year if possible)
2. Co-ordinate diary of presentations
3. Liaise with Chairperson re programme eg no presentations some weeks/external presenters
4. Agree subjects with presenters, ensuring they are aware of acceptable content of presentations
5. Ensure 'future meetings' section of website is updated with presenters/title of presentation as soon as location/presenter/title is confirmed (2 months in advance)
6. Amend 'future meetings' on website to become 'past meetings' and make brief notes reflecting content of presentation
7. Organise 'flyers' as necessary in liaison with Chairperson
8. Ensure that presenters' equipment needs are checked and available
9. Ensure that back up presentations are available for each meeting

ADDITIONAL DUTIES FOR ALL COMMITTEE MEMBERS

1. Attend committee meetings as necessary (maximum one hour)
2. Update email circulation lists with member changes
3. Meet guests personally at meetings
4. Represent the views of the members in decisions affecting the members eg venue, structure and timing/dates of meetings
5. Carry out ad hoc administration tasks associated with running the branch eg reception.
6. Discuss and evaluate ideas for promoting the branch to potential members.
7. Promote the interests of the branch.
8. Deputise for any of the office holders as necessary.
9. Consider member applications if there is a potential conflict of business categories (only after the potential member and existing member have failed to come to an agreement between them).
10. Review Club Code of Conduct/Constitution/Application Form 6 monthly
11. Ensure succeeding committee member is aware of activities required and provide handover to next incumbent as per guidelines attached.

WEBSITE CO-ORDINATOR

1. Ensure maintenance of website
2. Update website with details of members/committee as advised by Chairperson/Secretary
3. Ensure new committee members know how to add information as required and are issued with passwords

BADGE CO-ORDINATOR

1. From list provided by Secretary, prepare and lay out badges for members/guests prior to each meeting
2. Ensure badges are collected after the meeting and retained at the venue

3. Ensure supplies of new badges are available

HANDOVER OF INFORMATION ON CHANGE OF COMMITTEE MEMBER

Chairperson	Minutes of Meetings Constitution Code of Conduct List of Committee Appointments (with notes re £2 reductions for meetings) List of Handover documentation for all committee members Ensure application is made to bank for new signatory for cheques Ensure application is made to bank for internet banking (second user)
Treasurer	Cheque Book Pay in book Bank statements Stationery – Spreadsheet of payments/subscriptions (hard copy and electronic) Other financial records (hard copy and electronic) Password for HSBC account Ensure application is made to bank for new signatory for cheques Ensure application is made to bank for internet banking (first user) Ensure bank is notified of change of address for Club
Secretary	List of members and business categories (hard copy and electronic) Completed application forms Applicants Packs (supplies and electronic) Ensure application is made to bank for new signatory for cheques
Potential Members Coordinator	Spreadsheet showing list of guests who have attended meetings, outcome and waiting list Update on status of recent guests/pending guests
Presentations Co-ordinator	List of previous presenters, dates and subjects Future dates with committed presenters and subjects

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Not committee members but special duties:

Badge Co-ordinator	Templates for badges Supply of badges/labels and details of source
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