

## **THE EXECUTIVE COMMITTEE**

The Executive Committee comprises the Officers of the group. According to our constitution the Officers are elected at the AGM. By becoming an Officer you are making a commitment to the group which will make demands on your time. The Executive Committee will meet not less than 6 times a year and will be responsible for the legal obligations of the group. Officers must always try to set example to the group and uphold core values.

The Executive Committee consists of the following Officers:

### **Chairperson**

Organises and leads meetings for the group.

A figure head for the group. Leads communication and initiatives. Upholder of core values.

### **Vice-Chairperson**

Responsible for assisting and representing the Chairperson as necessary. Another figure head.

Oversees the roles of the Leaders on the Operational Committee and liaises as necessary.

### **Treasurer**

Responsible for maintaining and reporting the financial records of the group.

### **Minuting Secretary**

Responsible for taking and distributing minutes of the group meetings. Correspondence as necessary.

### **Grants Coordinator**

Responsible for sourcing, managing and prioritising grants. Keeping the group informed.

### **Liaison Officer**

Representative for the Membership on the Officers Committee. Link with group and the public, responsible for recruiting and the Management and coordination of our 'Friends'.