

Role Description

Executive Committee Member of FWN

The Committee's roles

- 1 All members of the committee undertake to actively govern the organisation, directing and controlling the organisation through collective decision making.
- 2 To make my areas of expertise known and to undertake to make my advice and expertise available to the committee as required.
- 3 To attend as many Executive Committee meetings as circumstances allow, in person or joining by phone.
- 4 To support policy events, social events and the Public Speaking Club. To attend a varied selection of these throughout the year and to lead on one event during the course of the year, unless undertaking another substantive role (ie. editing Fabiana).
- 5 To do the tasks allocated to me in a timely manner and to notify the committee if I am unable to undertake a role or tasks allotted.

The Governance role

Together the Executive Committee Members will:

- Determine Mission and Strategy – actively take part in setting the organisation's direction and determining how it will get there through the annual planning process.
- Accountability – agree to be held to account for the actions of the organisation and to hold those who carry out the work to account.
- Look after the committee – play my part in committee renewal. Contribute to effective decision making and information sharing processes, positive group dynamics, and take part in reflection, learning and development as necessary.
- Be an ambassador for the organisation, representing the organisation and linking the organisation to its stakeholders, such as members, the community, funders etc.

Conduct

I agree to:

- Be active – attend all EC meetings if possible (in person or by phone).
- Act jointly – exercising no powers on my own unless powers have been specifically given to me by the committee (minuted at a proper meeting).
- Act constitutionally – make sure that the organisation acts within the powers and objects (remit) set out in your constitution.
- Act in the interests of the beneficiaries – putting myself in the beneficiaries' position and make decisions that are best for them.
- Act reasonably and honestly at all times.
- Have a duty of care – act prudently and reasonably.

Qualities

Executive Committee Members should:

- Have a commitment to the organisation and its aims.
- Have a willingness to devote the necessary time and effort.
- Possess good judgement and independence of mind.
- Show a willingness to work collectively as part of a group.
- Seek constructive debate and dialogue over confrontation.

Constitutional roles – job descriptions

Role description for FWN Chair

- Leading the committee and the organisation to enable it to fulfil its purpose.
- To ensure an effective relationship between:
 - the committee and the staff/volunteers
 - the committee and the external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate.

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
- Chair committee meetings ensuring:
 - A balance is struck between time-keeping and space for discussions.
 - Business is dealt with and decisions made.
 - Decisions, actions and deliberations are adequately minuted (with Secretary).
 - The implementation of decisions is clearly assigned and monitored (with Secretary).
- Ensure adequate support and supervision arrangements are made for the any other Executive members or volunteers directly managed or reporting to the committee.
- Ensure that a successor is found before the term of office finishes.

Qualities

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.

Role description for FWN Vice Chair

Overall

- Working with the Chair to lead the committee and the organisation to enable it to fulfil its purpose.
- To ensure an effective relationship between:
 - the committee and the staff/volunteers
 - the committee and the external stakeholders/community
- If the Chair is indisposed, acting as a spokesperson and figurehead as appropriate.

Specifically

- Work closely with the Chair to establish a constructive relationship and share responsibilities.
- To facilitate communication between EC members and the Chair, and between the wider membership and the EC.
- In the absence of the Chair, to chair committee meetings and undertake other Chairperson responsibilities.

Qualities

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.

Role Description for FWN Secretary

The Secretary of a small organisation has a key role, together with the chair, of organising the meetings and ensuring the general smooth running of the organisation. In particular it may be the Secretary, rather than the Chair, who monitors committee members to ensure that they have carried out any actions they agreed to at a meeting.

Overall

- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Monitor committee member action points.

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
 - Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
 - Drawing up agendas together with the Chair.
- Minute committee meetings or ensure that another minute taker is available.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Send weekly newsletter to members with forthcoming events and updates.
- Maintain FWN calendar to minimise possibility of clashes.

Qualities

- To be organised and methodical
- Able to take good minutes.
- Able to keep accurate records.
- Has the relevant skills to organise a meeting well.
- Have a good knowledge of the organisation's own constitution.
- Able to give clear advice on procedural matters.

Role Description for FWN Treasurer

Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Specifically

- Liaise with Fabian Society staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and encourage a fundraising mind set for all events.
- Produce a report on the financial position for every Executive Committee meeting (balance sheet, cash flow, fundraising performance etc), whether in attendance or not.
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.

Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Good financial analysis skills.
- Ability to communicate clearly.