

Job Descriptions for Oldham Committee

Chairperson

Chair committee meetings.

Answer email queries and/or send on as necessary.

Represent Oldham Branch on Executive Committee (meetings held in Manchester 5 or 6 times per year).

Host, introduce and thank speaker at meetings.

Secretary

Take minutes of committee meetings, type up and get approved by Chair before distributing to committee members.

Book speakers, arrange for any handouts to be copied, and remind them approximately 1 week before the meeting.

Agree Agenda for committee meetings with Chair before sending to all committee members.

Prepare programme when speakers have been booked and send copies to Help Desk at Central Library and ensure available at branch meetings.

Book venue for meetings.

Inform Technical Support of Speaker's requirements.

Treasurer

Collect any monies due to the branch and pay any money due from the branch.

Both the receipt and payment of money needs to be recorded and supporting documentation (invoices, petty cash vouchers etc) retained.

The balance of money needs to be agreed with the bank statements and physical cash held.

A summary of the movement of money needs to be sent to Manchester on a quarterly basis to allow VAT returns to be made by HQ. An annual figure needs to be sent to HQ for account reparation.

Publicity

Arranging the insert of adverts in Newspapers and spreading the word regarding the talks arranged by the branch.

Go through Free Leaflets displayed at branch meetings and dispose of as necessary.

Newsletter Editor

Collate information for inclusion in the monthly newsletter. On completion send it to Chair and the Webmaster to send out.

Webmaster

Keeping the website current with update details of venue and future talks, expanding the website with useful information, websites.

Maintain the speakers list, enter the appropriate website and update the speaker's details, as necessary.

Update the calendar on the MLFHS website.

Send out the newsletter via email and send out the newsletter by post.

Technical Support

Help set up the p.a. system, projector and laptop, as requested by Speaker.