

Trustee Roles & Responsibilities

Chair

1. Provides direction and leadership to the group – so that it meets its aims and objects consistent with the preferences and priorities of its members
2. Works with the other Officers to support and drive forward the Group's aims, and supports them in the timely execution of their duties
3. Develops and defends the group's constitution
4. Ensures that the group is aware of, and supportive of trends and changes in ICT and in charities, so that members can be prepared and take advantage of those changes to the benefit of the charity they work for and for their professional community
5. Acts as a spokesperson and Ambassador for the group with the outside world, particularly with IT suppliers, other pertinent professional bodies, other charities, and the media etc.
6. Encourages the retention and attraction of members to the group through public activities
7. Acts as a focus and arbiter for internal group communication and contributes to the regular newsletter sent out on behalf of the trustees
8. Acts as Chair at official meetings of the group, including the Annual Conference and the Annual General Meeting, delegating the role where appropriate to another
9. Leads and coordinates the officers of the Charity IT Leaders so that planning and enabling work for the group (and its subgroups) proceeds effectively
10. Reports to the annual meeting of the group on the activities of the previous year and the challenges faced by members and the group
11. Working with the Treasurer, sets the budget annually
12. Hosts the occasional Topical Event

Secretary

1. Has overall responsibility for maintaining the Membership of the Group
2. Ensures compliance with Charity Commission and ICO rules and requirements
3. Assists the Communications Officer by publicising the Group whenever possible (for example, at appropriate events)
4. Assists the Chair in the development and upholding of the Group's constitution
5. Works with the other Officers to support and drive forward the Group's aims, and supports them in the timely execution of their duties
6. Line manages appointed administrator in the a) conduct of membership duties for the Group, and b) preparing of agendas and production of minutes of Trustee meetings and conference calls
7. Manages contracted 3rd parties (excluding supporting the Group Web Site)
8. Contributes to the regular newsletter sent out on behalf of the trustees
9. Hosts the occasional Topical Event