

## **Group Organiser**

### **Purpose of the role**

To ensure the smooth running of the local group and lead the activities of the local group. This may include chairing meetings and acting as a local representative of Coeliac UK.

### **Main tasks:**

- chairing meetings and AGMs
- working with the committee to plan and coordinate the local groups' events
- ensuring the local group complies with the Constitution and Coeliac UK rules
- ensuring committee members are up to date with news and developments
- respond to queries from members and the public
- acting as a spokesperson for the local group
- acting as a signatory on the bank account
- approving minutes and agendas of meetings
- ensuring tasks and roles are delegated
- keeping an overview of local group activities
- working to keep the committee motivated
- acting as the principle contact with Coeliac UK.

### **Helpful knowledge/skills/experiences to have for this post:**

- good organisational skills
- leadership skills and experience of running meetings
- ability to motivate others and involve them in the work
- communication skills
- ability to delegate.

## **Group Secretary**

### **Purpose of role**

To provide administrative and secretarial support to the local group.

### **Main tasks**

- arranging meetings
- ensuring effective communications between Coeliac UK High Wycombe office, the committee and members
- keeping the web page up to date with news and events
- maintaining a database of local members
- contacting new members within a month of receiving their details from Coeliac UK
- identifying and booking venues for meetings, speakers and produce an annual programme of events
- writing minutes of each meeting and circulating amongst the committee
- acting as a signatory on the bank account
- working with committee members to coordinate the production and distribution of the newsletter.

### **Helpful knowledge/skills/experiences to have for this post:**

- good organisation and administrative skills
- good IT skills
- good communication skills
- ability to delegate
- experience of writing minutes.

This role could be divided into separate roles if you have sufficient committee members i.e. Membership secretary, meeting coordinator, newsletter coordinator and minutes secretary.

## **Group Treasurer**

### **Purpose of the role**

To keep track of the financial well being of your local group. The Treasurer takes responsibility for ensuring that all income and expenditure is recorded regularly and that any monies raised by the local group are deposited in the local group's bank account as quickly as possible. Although the Treasurer keeps records, the whole committee has responsibility for local group monies. The role involves record keeping and realistic planning of what funds will be needed.

### **Main tasks:**

- maintaining proper up to date records and following the procedures required by Coeliac UK
- ensuring local group expenditure is in line with Coeliac UK rules
- preparing and submitting the twice yearly financial returns
- planning and budgeting for the use of the local group accounts
- acting as a signatory for the bank account
- checking and reconciling bank statements promptly.

### **Knowledge/skills/experience helpful to fulfil this role:**

- good numerical skills
- ability to present and explain financial information
- good organisational skills
- ability to understand and analyse simple financial information
- commitment to comply with Coeliac UK's Constitution
- good IT skills.