

## COMMITTEE JOB DESCRIPTIONS MARCH 2022

The list below details the job descriptions for roles to fulfil the work of the Committee.

In addition, all members are asked to attend meetings of the group, if at all possible, to help with running meetings, including talking to members, particularly New Members. Helping with unassigned duties such as booking halls and work involved in organising events is a commitment for all the committee.

### **Group Organiser – Pauline Kidd**

Main point of contact with Coeliac UK, receives all email and postal communications from HO and coordinates publicity for the group by providing Coeliac UK with dates of meetings for inclusion in Crossed Grain and sending reports and photographs of meetings. Receives and actions all emails to the Wessex Group. Actions correspondence from members. Signs off accounts prepared by the Treasurer. Liaises with other Group Organisers. Agrees agendas for meetings of the Committee with the Secretary and approves minutes of Committee meetings. Chairs meetings of the Committee and of the group.

**Additionally** liaises with local hospitals and organises attendance by members of the Committee at clinics and Awareness Week events as required.

### **Publicity Designer - Vacancy**

Produces posters and all publicity material. e.g., banners.

### **Treasurer – Roger Kidd**

Responsible for all financial matters of the group and prepares accounts for Head Office. Acts as signatory for bank account. Produces and presents financial statements to the Committee and members of the group at the AGM. Retains financial records for a minimum of 6 years and keeps a list of the group's fixed assets.

### **Secretary and Raffle Coordinator– Janet Day**

Draws up agendas and produces minutes of Committee meetings and AGMs of the group. Prepares Annual Reports. Acts as signatory for bank account. Drafts and proofreads newsletters.

Buys raffle prizes and raffle tickets as necessary. Organises raffle table at meetings, sale of raffle tickets and undertakes the draw.

### **Membership Secretary – Theresa Kemp**

Maintains the group database and Face Book. Corresponds by email and post with new members, within one month of receipt of membership details. Provides a list of New Members each month to GO and Secretary for information. Prepares reports as requested by officers of the group. Acts as Signatory to the bank.

### **Manufacturers' Contact – Caroline Benjamin**

Maintains Twitter account. Keeps in contact with manufacturers and arranges cookery demonstrations and exhibitors at events. Organises sponsorship of newsletters.

### **Website Editor and Newsletter Coordinator – John Kenshole**

Ensures the group's webpage is accurate, relevant and up to date. Formats newsletters from information provided and sends electronically to members via MailChimp.

### **Young Coeliacs' and Parents' Contact – Katie Bittlestone**

Responsible for the Email Buddies Scheme and contact with parents of young coeliacs.

### **Refreshments Coordinator – Wendy Johnston**

Buys refreshments as necessary and organises provision of refreshments at group meetings. Assists organisers of cookery demonstrations.

**WE HAVE VACANCIES FOR THREE GENERAL COMMITTEE MEMBERS**