**ROLES AND RESPONSIBILITIES OF OFFICERS in a Volunteers only, Not-for-Profit Organisation**

**Chairperson** shall

* Have a strategic role in leading and representing the vision and purpose of the organisation
* Chair meetings of the Board/Committee and all General meetings.
* Ensure the Board/Committee functions efficiently and effectively in line with the Constitution and the organisation’s policies, procedures and Standing Orders.
* Encourage, support and challenge Board/Committee members in their positions to achieve the ambitions of the organisation
* Liaise with other committees/working groups and members to encourage, support and oversee their work within their defined roles /Terms of Reference
* Be an ex-officio, but non-voting and non-quorum member, of all Committees and Working Groups in the organisation
* Oversee all aspects of the running of organisation
* Be the primary spokesperson for the organisation
* Be an approachable central point of contact for all members and represent their views or questions at the Board/Committee
* Encourage organisation members to volunteer
* Be a positive role model for all members of the organisation
* Work in partnership with the Secretary to ensure the effective planning for, the participation in and follow up after meetings of the Board/Committee
* Oversee the production of the organisation’s annual plans and report

**Secretary.** - shall

* Keep a record of all documents relating to meetings of Board/Committee particularly the minutes.
* Liaise with the other officers of the Board/Committee and secretaries and other relevant officers of all Committees/Working Groups to ensure that all of their documentation is centrally filed for future easy access
* Work in partnership with the Chairperson to ensure the effective planning for, the participation in and follow up after meetings of the Board/Committee in adherence to the Standing Orders
* Link with other committees/officers to disseminate relevant information to the appropriate Officers, Committees and volunteers

**Treasurer** - shall

* Have responsibility for managing all of the finances of the organisation, including but not limited to
* Ensuring the effective recording of all income from whatever source
* Advising those in the organisation who are receiving monies as to the procedures to be followed in the recording and banking of those funds
* Manage the organisation’s cash system
* Reconciling the bank accounts every month.
* Providing a written report to the Board/Committee for every meeting including analysis of variations on income and expenditure against the agreed budget and impact on year-end outcome.
* Leading on the development of an annual budget for the organisation including proposals for membership/participation/service fees, and fundraising
* Signing off on all funding/grant applications
* Supporting the Membership and Registration Secretary to collect Membership fees
* Being an authorised signature of all (Electronic and Cheque) payments from the organisation’s Bank Accounts.
* Making sure Insurance is current and sufficient for the organisation’s needs
* Signing all contracts/purchases of or for service approved in the Budget
* Seeking approval of the Board/Committee for any single item of expenditure already budgeted for which is over €X?.
* Producing a draft account to the Board/Committee for adoption prior to presenting it to the AGM and preparing accounts for external review.
* Liaise with the external reviewers of the accounts in preparation for the AGM.
* Report on the organisation's financial performance at the AGM

**Communications Officer**  - shall

* Develop a communications plan for Board/Committee approval that supports the organisation’s vision and ambitions
* Oversee all internal and external communications so as to provide a consistent message about the work of the Organisation
* Internal Communication :
* Liaise with the Board/Committee to review and agree on the key messages and objectives that should be communicated throughout the year
* Produce/oversee all internal communications to members in relation to the wider organisation work including news and activities,
* Develop, maintain and edit an organisation welcome pack for new members
* External Communication **:**
* Produce/oversee external communications so as to provide a consistent message and, where appropriate, undertake external PR activities and manage external communications opportunities as they may arise
* Maintain organisation sponsorship pack & liaise with sponsors to ensure that the organisation is continuing to engage & gain feedback from sponsors
* Manage all social media accounts (Website, Facebook, Twitter, Instagram etc) and report on contacts levels to the Board/Committee
* Manage enquiries received and redirect to other officers as necessary

**Volunteering Development Officer** - shall

* Advise and lead the processes of recruiting and retaining volunteers in all roles across the organisation
* Liaise with all other officers, committees working groups and teams in the organisation to ascertain their volunteering needs and assist them to find people to fill these roles
* Assist in the drafting of what any volunteering role involves and promoting it in conjunction with the Communications officer
* Establish a panel of people with specific skills and encourage them to volunteer when their expertise is required
* Provide guidance and support for volunteers
* Inform themselves of bast practices in the volunteering sector through liaising with the City/CountyVolunteer Centre and Volunteer Ireland including a Volunteer Code of Conduct

**Governance Officer** - shall

* Have the overall responsibility of ensuring that the organisation is in compliance with all legal, regulatory and funding requirements relevant to their purpose and work.
* Inform themselves as to any governance codes which might be obligatory or suitable as a benchmark for the practices the organisation must or would like to develop in order to be able to demonstrate that they aspire to best practice and that they are well-run.
* Advise the Board/committee about the policies, procedures, plans and reports that must or should be adopted to inform all of the work of the organisation
* Support the officers and committees to draft the appropriate documents for Board/committee adoption as part of the goverance framework.

**Membership Officer** - shall

* maintain the record of all of the members in a timely fashion, in accordance with the Organisation’s Data Protection Policy
* report to the Treasurer in advance of the preparation of the reports to the Management Committee on membership numbers and associated income
* Manage the membership and organisation database
* Gather and keep a secure record of all members and their data
* Answer email enquiries relating to membership
* Ensure all of the membership information is kept in compliance with GDPR..