

# Committee Role descriptions

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## Chair

**Purpose:** To support the Member Network (MN) in contributing to the Society's strategic plan and achieve the objectives set out by the Society, **and to be the 'voice' of the Membership.**

**Term:** See member Network rules for tenure.

**Accountability:** The Chair is accountable to the Society, the MN Committee they Chair and members of the MN. They should ensure that they are familiar with governing documents, Policies and Guidelines for the Society and Member Networks. <https://www.bps.org.uk/news-and-policy/financial-and-related-policies-society-members-and-staff>

MN Chairs must act within the Objects of the Royal Charter. Please see link below: <https://www.bps.org.uk/about-us/how-we-work>

### Activities & responsibilities in relation to the role

Tasks include:

- a) Provide leadership in the development and implementation of the overall strategy for the Division in line with the Society Strategic Plan and play a role in Society level corporate decision making on an on-going basis.
- b) To provide representation for the profession and the MN.
- c) Monitor and review the ways of working to ensure its mode of operation and structure is fit for purpose and that it is employing resources in the most effective and efficient manner.
- d) To chair Committee meetings, agree draft agendas and approve minutes, follow up with correspondence and contacts/meetings as necessary, liaise with the MN Co-ordinator/Advisor.
- e) Respond to enquiries/communications from members of the MN other psychologists and the public concerning the practice, policies and strategic objectives of the MN and BPS.
- f) Provide support to other members of the Committee whilst undertaking their roles.
- g) Ensure appropriate representation of the MN at Senate, and on Society Boards, Committees and Working Parties.
- h) To liaise with the Secretary and MN Advisor/Co-ordinator to ensure the AGM takes place in line with required timeframe.
- i) To produce a Chairs reports for the AGM documentation within timeframes.
- j) Maintain and develop close and effective working relationships with the Chief Executive and Society staff, in order to facilitate achievement of the strategic objectives of the Society and the Division.

- k) Maintain and develop excellent communications with other BPS applied psychology Divisions, and work collaboratively for the benefit of applied psychologists and the profession of psychology as a whole.
- l) To develop and maintain an effective working relationship with the Divisional Member Network Adviser/Coordinator.

The Vice Chair and Chair-Elect should be available throughout the year to share planning, decision-making and workload with the Chair, according to interests, knowledge and relevant experience.

## Honorary Secretary

**Purpose:** The Member Network Secretary supports the Chair in managing the Committee, to ensure they are working within the boundaries of the Society Objectives and Strategic Plan.

**Term:** See member Network rules for tenure.

**Accountability:** The Secretary is accountable to the Society, the MN Committee they serve and its members. It is a duty of the Secretary to ensure that they are familiar with governing documents, Policies and Guidelines for the Society and Member Networks ([mor.bps.org.uk](http://mor.bps.org.uk)).

### Activities

Tasks include:

- a) Ensuring meetings are effectively organised, in collaboration with the MNS Team, where appropriate.
- b) Requesting and collating agenda items and any relevant documentation.
- c) Confirming Committee meeting details, location, time of meeting etc. (Providing dial-in details if required) and circulating to the Committee prior to meetings (in collaboration with the MNS Team, where appropriate).
- d) Recording apologies prior to meetings and advising the MNS Co-ordinator of any resignations and/or new members joining the Committee.
- e) To liaise with MNS to arrange induction/s for new Committee Member/s.
- f) Noting and responding to communications between meetings and ensuring these are disseminated accordingly.
- g) Uploading relevant documents onto the Members Online Resource (\*\*MOR) for secure storage and making accessible to Committee members.
- h) Communicating with Committee Members and others, to encourage timely completion of tasks.
- i) Utilising the Members Online Resource (MOR) to report on Membership data as and when required.
- j) Providing guidance and support to new Committee Members with regards to Society's policies and procedures, and where to find this information prior to undertaking activities on behalf of the Society.
- k) To liaise with the Chair and MNS Team to co-ordinate the AGM and ensure that appropriate reports are submitted on time to be posted/printed.

**Knowledge, skills & experience**

- Communication skills
- Organisation skills
- Ability to record meeting (taking minutes)
- Supportive of Committee

**Relevant Documentation**

Documentation is available upon request from the MNS Team.

\*\* Members Online Resource (MOR) contains useful information about the Society and its processes, as well as supporting documentation. Details how to access this area on the website you will need your BPS membership number and website password. ([mor.bps.org.uk](http://mor.bps.org.uk))

## Honorary Treasurer

**Purpose:** The Member Network (MN) Treasurer is responsible for tasks relating to financial matters and supports the MN in adopting a business focused and transparent way of working.

**Term:** See member Network rules for tenure.

**Accountability:** The Treasurer is accountable to the Society, the MN Committee they serve and its members. It is a duty of the Treasurer to ensure that they are familiar with governing documents, Policies and Guidelines for the Society and Member Networks ([mor.bps.org.uk](http://mor.bps.org.uk)). The Treasurer is not responsible for keeping financial records.

### Activities

Tasks include:

- a) Working with the Chair, and appropriate members of the committee, to prepare an annual 'Business Plan' of proposed expenditure against projects subject to Committee approval.
- b) Providing the MN Committee with up-to-date financial data relating to the budget, including current and projected spend, as provided by the Society Financial Team.
- c) Assisting with the development of the MN Strategy, particularly in relation to finance.
- d) Being the first point of contact relating to all Committee financial queries.
- e) Evaluating budgetary information, as listed on the Member Online Resource (\*\*MOR)
- f) Making recommendations on financial priorities and spend in line with the Society Strategic Plan and in consultation with the MN Committee.
- g) Preparing the Treasurers annual report to be submitted to the membership at the AGM within the specified timescales provided by the Member Network Services Team.
- h) Liaising with Member Network Services and the Finance Team as required.
- i) Attending committee meetings plus any additional meetings required for the role as well as executing any actions that may arise as appropriate.
- j) To receive quarterly statements from the MNS Team and disseminate as appropriate with Committee members.

### Knowledge, skills & experience

- Experience in successfully managing budgets and/or a financial background.
- Respect confidentiality and demonstrate high levels of integrity.
- An ability to demonstrate initiative and deliver on agreements.
- To be well-organised, keep clear records and able to complete tasks in a timely manner.
- Excellent written and verbal communication.

**Relevant Documentation**

Documentation is available upon request from the MNS Team.

\*\* Members Online Resource (MOR) contains useful information about the Society and its processes, as well as supporting documentation. To access this area on the website you will need your BPS membership number and website password. ([mor.bps.org.uk](http://mor.bps.org.uk))

## Committee Member

**Purpose:** To support the MN in contributing to the Society's strategic plan and achieve the objectives set out by the Society, *and to be the 'voice' of the Membership.*

**Term:** See member Network rules for tenure.

**Accountability:** A Committee Member accountable to the Society, the MN Chair and members of the MN. It is a duty to ensure that they are familiar with governing documents, Policies and Guidelines for the Society and Member Networks (<https://mor.bps.org.uk/>).

### Activities

Additional responsibilities in relation to role:

- a) Committee Members are expected to actively engage with the workings and business of the Committee. They should be prepared to take on tasks as and when required to support the Committee and fellow volunteers.
- b) Attend committee meetings, whether face to face (usually quarterly) or via teleconference.
- c) To support and publicise the activities of the Member Network across the wider membership.
- d) To promote Society membership wherever possible.
- e) To alert the Committee of any issues relevant to the Member Network.
- f) To represent the interests of Psychology within the wider Society.
- g) To report back to the Committee on specific tasks undertaken on behalf of the Committee in the appropriate manner.
- h) To liaise and work collaboratively with appropriate staff members within the Society.
- i) To contribute to the formulation of the overall strategy for the MN and play a role in corporate decision-making on an ongoing basis.
- j) To respond to queries from the membership within their remit.
- k) To review their role descriptions from time to time in conjunction with the Chair and appropriate committee members.

Responsibilities for specific Committee Member roles, contact the Committee.

**Knowledge, skills & experience**

- Excellent interpersonal communication skills with supportive approach.
- Previous committee experience and an understanding of the Societies structures and Member Networks functions and relationships is desirable.

***Relevant Documentation***

Documentation is available from the MN Co-ordinator or can be located on the website <https://mor.bps.org.uk/>