

## Potential Committee Job Descriptions

### **Chair**

- On taking on the role prepare objectives for their term of office in line with both the branch's aims and ones own areas of interest
- Prepare the agenda for Committee meetings together with the branch secretary
- Chair Committee meetings and arrange cover by the deputy chair if required
- Liaise with and support Committee members with respect to their individual roles when the need requires
- At the end of the term of office review the years achievements in light of the previously outlined objectives

### **Deputy Chair / Chair Elect**

- Support the Chair in whatever activities are required
- Chair meetings in the speakers/Chairs absence
- Check minutes before distribution
- Take on role as Chair the following term of office

### **Secretary**

Annual General Meeting:

- Arrange venue
- Notify membership re date, venue, agenda
- Receive apologies
- Copy minutes of previous AGM
- Secretary's Report
- Write minutes of AGM

Committee Meetings

- Arrange venue
- Prepare agenda (in conjunction with chairperson)
- Reminder to committee members if required
- Take minutes (if unable to attend meeting ensure that someone else has been asked to take the minutes)
- Distribute minutes to members with action points

Any other secretarial duties as required

### **Treasurer**

- Arrange for all receipts and payments to and from the central BABCP accounts via central office.
- Provide Annual Report for the Branch AGM
- Receive and file all account Statements from central office
- Arrange payments of speakers etc. for expenses and fees via central office
- Keep copies of all receipts pertaining to accounts and send to central office.
- Keep Branch Members aware of account statements as and when required.

\*If CPD events are not co-ordinated by the National Office, then additional tasks will involve:

- Receiving cheques following CPD events and banking same
- Send invoices following CPD events
- Send receipts to participants following CPD events
- Follow up non-payment following CPD events

### **Branch Liaison Officer**

- Attend branch liaison meeting as frequently as possible (max 4 one-day meetings per year)
- Contribute to such meetings and bring to it the issues raised at the branch level
- Engage in and contribute towards activity conducted by the Branch Liaison committee
- Feedback to the branch issues that have arisen at the Branch Liaison Committee

### **Publicity Co-ordinator**

- To liaise with Evening Talks Co-ordinator and Conference Committee to publicise upcoming events.
- To contact speakers to obtain a brief abstract of their presentation and information regarding their speciality and qualifications
- To arrange flyers to be sent to members advertising events.
- To liaise with Magazine Co-ordinator to advertise events.
- To identify relevant departments/groups who may be interested in specific topics and send out relevant information and details of events.
- To act as a contact for individuals requiring further information and details of events.
- To develop the role within the objectives of the association.

### **Evening Talks Co-ordinator**

- Liaison with speakers once initial contact is made
- Ensuring that details of evening talks are forwarded to the relevant individual for publicity purposes
- Overseeing practical arrangements for speaker, (e.g. accommodation, travel, visual aids required)
- Organising a Chair for the event
- Ensuring a room is booked for the evening talk, and ensuring that other details, such as alarms and keys are in hand.
- Thanking the speaker in writing after the event.

The committee is responsible for:

Generating names of and approaching speakers. Once identified, the individual who has recruited a speaker should take responsibility for passing their details to the Evening Talks Co-ordinator  
Identifying appropriate venues. Once a venue has been selected for a talk, this should be communicated to the Evening Talks Co-ordinator who will make a booking.  
Overall publicity plan.

### **Conference Coordinator (s)**

Conference organisers are supported by a nominated 'conference committee' and are responsible for:

- Identifying potential speakers for the autumn and spring training events

- Identifying appropriate venues and making practical arrangements (e.g. keys, general facilities, etc.)
- Arranging accommodation and travel for speakers
- Looking after speakers throughout the event (e.g. evening meals)
- Obtaining handouts in advance
- Ensuring that conference folders are made up (including handouts, feedback forms, certificates of attendance and information regarding forthcoming BABCP events)
- Ensuring adequate presentation facilities (e.g. video equipment etc)
- Organising a Chair for the event
- Liaison with the publicity co-ordinator regarding a publicity plan
- Liaison with 'conference committee' and Branch.

### **Recruitment Officer / Membership Representative**

- To be aware of current members and have access to demographic information such as the range of professional groups represented and members geographic locations
- To monitor feedback for members as to whether the branch is fulfilling their needs in areas such as training events and informal support.
- To organise and promote recruitment of new members by identifying key recruitment methods and venues that have been used successfully in the past.
- To organise and promote participation in the activity of the branch i.e. membership on the committee, attendance at events etc
- To promote membership of the Association to a wider range of professional groups by developing links between the BABCP and local CBT training courses (e.g. Diploma in CT, COPE, Doctorate course)

### **Social Co-ordinator**

Responsible for organising all social events for the Branch or Special Interest Group.

This includes:

- booking tables and ordering food for each of the committee meetings.
- organising social events/hospitality for speakers during the Spring and Autumn conferences
- organising the Christmas meal
- organisation of any other social event as required

### **Evaluation Co-ordinator**

The evaluation co-ordinator is responsible for:

- the design, collection and collation of rating forms appropriate to each workshop, evening lecture and conference
- collating the data and write reports detailing this information
- forwarding feedback to the chairperson and guest speaker along with a letter thanking them for their contribution
- Shared with committee members at meetings copies of the reports

**NB: Any of these duties may be shared among several officers by subdividing the tasks under various headings. This dividing of specific duties, rather than sharing, ensures that**

**individuals are fully aware of their roles and jobs are not overlooked by a devolving of responsibility.**