

Job Descriptions of the Six P3A Officers listed in the Articles of Association

Up to three other committee members may be elected as and when required

Chair

The Chair is responsible for leadership of the Committee. In particular, he/she will:

- a. Chair Committee and General meetings.
- b. Ensure effective operation of the Committee and its sub-committees in conformity with the highest standards.
- c. Ensure effective communication with Members and relevant external bodies.
- d. Together with the Secretary, set the agenda, style and tone of Committee discussions to promote constructive debate and effective decision-making.

With the Committee:

- a. Be responsible for leadership and management of P3A.
- b. Develop strategy proposals and ensure that agreed strategies are reflected in the operation of P3A.
- c. Plan acquisition of equipment and skills to ensure that P3A has the capabilities and resources required to achieve its plans.
- d. Develop processes and systems to ensure efficient operations.
- e. Be responsible to the Membership for the performance of P3A consistent with agreed plans, strategies and policies.
- f. Ensure that Committee succession and development plans are in place and discussed in Committee from time to time.
- g. Represent the P3A to/with other organisations.
- h. Establish sub-committees and working parties where necessary.
- i. Deal with any complaints or grievances from P3A members.

Vice-Chair

- a. To assist and support the Chair in ensuring that the agreed tasks and functions of P3A are carried out.
- b. To Chair meetings of P3A when the Chair is not present
- c. Together with the Chair, to represent P3A and promote its aims and ideals.

Secretary

- a. Prepare and circulate amongst the Committee the agenda for Committee meetings and to take, circulate and keep minutes of all Committee and General Meetings and any other matters of record.
- b. Assist the Chair and Committee with correspondence when required.
- c. Advise upon the constitution and its application to the affairs of P3A.
- d. To use best endeavours to ensure compliance with any requirements imposed by law

- e.g. relevant licences
- e. Prepare and serve on the membership such notices as are required by the constitution including, the notice and agenda of General Meetings.
- f. Ensure venues are booked for Committee and General Meetings.
- g. Maintain an up to date information file containing essential documents, minutes and correspondence
- h. Writing and replying to correspondence as necessary
- i. Maintain an electronic archive of relevant minutes, agendas, correspondence etc.

Treasurer

To account to the Committee and the membership in respect of the following:

- a. Management of finances by ensuring adequate accounts and records exist.
- b. To present a draft budget to the Committee for each financial year which shall be subject to approval by the General Meeting.
- c. To make any other recommendations of a financial nature and to monitor the agreed budget throughout the year.
- d. Ensure that all funds are used appropriately.
- e. To ensure the prompt banking of funds and manage all bank accounts.
- f. To obtain and amend signatories to bank accounts as agreed by the Committee.
- g. To pay all bills that fall due subject to prior approval of the Committee.
- h. Maintain up to date records of all transactions and records of income and expenditure and to retain such records for a period not less than seven years.
- i. Preparation of year end accounts and to present to the Auditor and Committee and Membership at the AGM.
- j. To present a financial summary (verbal or written as appropriate) to every Committee Meeting.
- k. To receive financial statements as deemed appropriate from those Group Leaders who receive and spend money for materials or expenses. Such statements are not required when the only expenses incurred are for any of the following: refreshments, room hire, consumable materials or photocopying.
- l. Maintain the Asset Register.

Membership Secretary:

- a. Reply to membership enquiries. Enrol and welcome new members.
- b. Record members' details on a master spreadsheet and ensure safe back-up of membership data. File and keep the signed application forms for a period of not less than seven years.
- c. Produce and email a welcome letter and an electronic membership card to new members, or such proof of membership as may be decided by the Committee from time to time. Produce and distribute a welcome letter and membership card to new members who do not have access to an email address.

- d. Issue renewal stickers for existing cards annually to members once they have renewed their membership.
- e. Issue annual subscription notification and subsequent reminders as necessary.
- f. Liaise with Group Leaders, collect and record all subscription payments and pass all monies to the Treasurer.
- g. Maintain P3A's master email list on the Mailchimp system (or such other as may be used from time to time).
- h. Respond to all General enquiries submitted via the P3A website.

Groups Co-ordinator

- a. Support Group Leaders and potential Group Leaders as required.
- b. Be pro-active in encouraging start-up of new groups.
- c. Report to the Committee on the progress and development of groups and to suggest new groups that might be formed
- d. To maintain and update the Group Leaders Handbook as appropriate and to issue the Handbook to all Group Leaders
- e. Liaise with Group Leaders. Organise Annual Group Leaders lunch and Meeting to discuss issues of common interest.
- f. Ensure that the group information on the P3A website is kept up to date by liaising between the Group Leaders and the Website Manager.
- g. Advertise new groups and promote existing groups to the P3A membership via articles in Ad Lib and the Mailchimp system.
- h. Maintain details of venues which are available for groups to use and source any new venues which may be suitable.