

Friends of Kett's Heights

Roles of the officers and Executive Committee members

These notes have been produced to give guidance to members who might consider putting themselves forward to fill vacancies at the AGM or arising during the year.

Agreed by EC 1st February 2022

Responsibilities of the Officers	
Chair	<ul style="list-style-type: none">• Chair meetings of the Executive Committee and the Annual General Meeting• Arrange agendas and papers for meetings of the Executive Committee and the Annual General Meeting in conjunction with the Secretary• Liaise with other EC members if decisions are needed between meetings• Represent the Friends at meetings with Norwich City Council and other organisations• Be the first point of contact for Norwich City Council with the Friends
Vice-Chair	<ul style="list-style-type: none">• Deputise for the Chair as necessary
Secretary	<ul style="list-style-type: none">• Arrange agendas and papers for meetings of the Executive Committee and the Annual General Meeting in conjunction with the Chair• Take minutes of meetings of the Executive Committee and the Annual General Meeting• Prepare draft annual report for the Executive Committee• Collect information monthly from members about time spent on volunteer activity and report to Norwich City Council• Send renewal notices to existing members• Act as the nominated contact for the Charity Commission and keep the Commission informed of any changes to trustees• Act as the nominated contact for HMRC• Ensure that claims for recovery of Gift Aid are made to HMRC• Ensure that the insurance is kept up to date
Treasurer	<ul style="list-style-type: none">• Keep records of income and expenditure and report regularly to the Executive Committee• Keep membership records• Prepare annual accounts and an annual budget for consideration by the Executive Committee• Liaise with those authorised to sign cheques or approve payments to ensure that payments are made as necessary

Responsibilities of the Executive Committee as a whole (officers and ordinary members)

- Ensuring that the activities of the Friends are consistent with the charitable purposes
- Complying with the requirements of the Charity Commission and the constitution as to record-keeping etc
- Ensuring that roles and responsibilities are clearly defined
- Keeping members informed of the activities of the Friends