

5.8 Guidance for Group Officers

The following paragraphs contain information on the roles and responsibilities of Group Officers and committee members. The information contained below is for guidance and demonstrates areas of best practise. The definitive rules, regulations and policies are contained in the Club Handbook.

To provide more in-depth information to complement this document, the following sections in the Handbook provide useful information specifically written for Boundless by CSMA Groups:

Section No.

3.0 Finance and Accounting

4.9 Terms of Reference for Low Overhead Groups

4.7 and 4.8 Terms of Reference for Groups

Chairman

- a) At the Annual General Meeting, an Extraordinary General Meeting and meetings of the Group committee, the Chair shall be taken by the Chairman of the Group, who failing the Vice Chairman, or in his/her absence, by a Chairman elected by the members present at the meeting.
- b) The Chairman at any meeting shall see that the meeting is properly constituted. He/she shall take the feeling of the meeting by putting the question in proper form, voting being by show of hands in the first place, but on demand, to be taken by poll.
- c) It shall be within the powers of the Chairman:
 1. To preserve and maintain order.
 2. To decide and determine points of order submitted to him/her.
 3. To adjourn the meeting when it is impossible to maintain order.
 4. To maintain his/her ruling on points of procedure.
 5. The Chairman shall have a casting vote, in addition to his/her own vote.
- d) If, on the declaration by the Chairman of the result of voting by show of hands on any question, an objection to the accuracy of the result is made immediately and a poll demanded, a poll shall be taken forthwith and a numerical result declared and recorded.
- e) The Chairman shall give due consideration when using the casting vote as to the status quo. If there has been no majority view to change then it is normal to retain the status quo.

- f) The chairman should encourage all the committee to be involved, to work as a team and to delegate duties as and where possible and shall on behalf of the Committee sign the 'Annual Groups Charter'

Secretary

The Secretary shall:

- a) Call all meetings including the AGM of the Group.
- b) Record all business transacted at such meetings.
- c) Write the minutes of all meetings and submit them for confirmation to the next meeting of the Group committee. (It is good practice for the Secretary to agree the minutes with the Chairman prior to any publication of the minutes). All minutes shall show the name of the Group, the date and number of the meeting and the name of the Chairman, Secretary and Treasurer in addition to the names of all members and any invitees in attendance at that meeting. (Templates for the Agenda and Minutes of Group committee meetings are provided on the Volunteer Hub.)
- d) Forward copies of the minutes of all meetings, as required, to Member Communities Department and the Local Group Representatives as soon as possible, and in any case, not later than 14 days after the date of the meeting. These minutes will, in all probability, be draft format. Any corrections must be recorded in the minutes of the next meeting.
- e) Be responsible for all correspondence in connection with the work of the Group.
- f) Be responsible to ensure that all required Single Event Notices (SEN) and Attendance Forms are submitted as required by the Club Council to the Member Communities Team. These forms are to be completed by a member designated as organising such an event on behalf of the Group. (More information on Group events can be found in the Events Planning Guidelines, see section 5.4 of the Club Handbook).
- g) The Secretary should advise the Committee of all areas where assistance in the running of events is required, and to seek all necessary help.

Treasurer

The Treasurer shall:

- a) Be responsible to the Association for all monies entrusted to him/her.
- b) Be responsible for maintaining the Group accounts in the form prescribed.
- c) Be responsible for checking that expenditure is in accordance with the rules of the Association.
- d) On the instructions of the Group committee, refund to the committee members all monies expended as laid down in the rules under "travelling

and subsistence". (The rules for Treasurers, the limits for allowable expenses, and the appropriate claim forms are contained in section 3.0 of the Club Handbook.)

Committee Members

- a) On being elected to the Committee every member of the Committee will agree to and be bound by the Boundless by CSMA Code of Conduct.
- b) Co-opted members of a group committee will also be bound by the Code of Conduct. (The current version of the Boundless by CSMA Code of Conduct is contained in section 5.3 of the Club Handbook).
- c) See Secretarial duties above.
- d) The Committee members will be expected to help in the running of events.

Other Group Officers

- a) A Group may, appoint members to additional positions such as Competition Secretary, Newsletter Editor or Group President.

Group Activities

- a) At every committee meeting the Group shall record the past activities since the last meeting, recording the numbers attending (members and visitors) and the financial records of each event.

The Group shall plan future events, recording who will be the lead person on that event. It is good practice to share these duties amongst all the committee

members. (More information on Group events can be found in the Events Planning Guidelines, see section 5.4 of the Club Handbook).

- b) Decide who will, if necessary, give a vote of thanks and who will write with thanks to helpers, speakers etc.