

DASH

Roles and Responsibilities

Committee Members Responsibilities

- Act in the best interests of the Members and the Association and ensure activities meet the objectives set out in the constitution
- Ensure the Committee complies with the rules set out in the constitution and acts legally in all its activities
- Ensure the necessary insurance policies are taken out and reviewed regularly
- Pro-actively promote the Association by attending designated shows, talks and other events
- Ensure the Committee meets all its contractual and financial obligations
- Monitor income and expenditure
- Agree the annual report
- Set dates and agree agendas for the AGM and any other general meetings
- Attend committee meetings regularly and work jointly with other members between meetings to ensure the Association objectives are met

Chairperson

- Chair Committee meetings and the AGM
- Prepare meeting agendas in consultation with the Secretary
- Plan meetings
- Represent the Association and speak on its behalf
- Act or take decisions for the group between meetings, if necessary, after consultation with other officers
- Sign, and occasionally write letters, on behalf of the Committee
- Support and encourage other members
- Lead and produce ideas
- Be one of the designated signatories for financial transactions

Secretary

- Prepare agendas for meetings in consultation with the Chairperson
- Call meetings and circulate the agenda and any other papers
- Call the AGM, with publicity sent out within the timescale set out in the constitution
- Take and record minutes of Committee meetings and the AGM and ensure minutes of the previous meeting are agreed by the Committee and signed by the Chairperson
- After meetings, to inform members who were absent of any actions agreed
- Receive correspondence and report appropriate parts to the Committee
- Arrange insurances and any licences required
- Write letters on behalf of the group
- Keep the minute book, a copy of the constitution and any other Committee records
- Prepare the annual report and present it to the Committee for agreement
- Be one of the authorised signatories for financial transactions

Membership Secretary

- Monitor and respond to the online membership application system
- Receive cheques by post and pay them into the bank
- Monitor the membership renewal system
- Check bank statements regularly and process renewals
- Be one of the authorised signatories for financial transactions
- Keep the membership data base up to date
- Send a membership report to the committee in advance of the bi-monthly meetings
- Respond to member's correspondence in a timely manner, including phone and email correspondence
- Networking to encourage new members
- Attend and present report at the AGM

Treasurer

- Keep records of all financial transactions
- Issue invoices as required
- Ensure all bills are paid in a timely manner
- Control petty cash and receipt all petty cash payments
- Check bank statements and reconcile them with the cash book
- Prepare (or have prepared) end of year accounts
- Arrange for the independent examination or audit (depending to turnover) of the accounts
- Maintain bank mandates where there are changes in Committee members
- Be one of the authorised signatories for financial transactions
- Write and implement required financial policies
- Report the financial situation to the Committee regularly
- Report any financial irregularities
- Report the end of year accounts at the AGM.

Training Manager

- Liaise with tutors to schedule dates for training courses
- Identify new training courses/tutors, ideally across the county
- Discuss and agree course content/cost etc. with tutors
- Publish course dates and details on the DASH website, social media, monthly Newsletter (and other means as deemed appropriate) to reach Members of the Association
- Manage requests to attend courses and maintain waiting lists of people interested in attending courses
- Keep a record of courses run and those who have paid/attended
- Be one of the authorised signatories for financial transactions
- Check payments (in DASH account) made by attendees and confirm receipt of payment, providing invoice if required
- Keep a record of those who have made use of the DASH course discount
- Encourage course attendees to join DASH if they are not already members

- Communicate effectively and in a timely manner with tutor and attendees throughout, with details of course, confirmations of payment, numbers due to attend, reminder of course etc.
- Request invoice from tutor if not sent within a few days
- Liaise with Treasurer to ensure prompt payment of invoices
- Liaise with Treasurer to process any refunds/cancellation fees
- Maintain “T’s and C’s” for training course.
- Maintain good relationship with tutors
- Prepare report for AGM summarising training held and attendance levels

Events Manager

- Identify speakers for winter meetings and places to visit/farm walks for summer events to produce a varied programme of topics for members throughout the year
- Arrange dates that suit hosts and/or speakers and liaise with Web Manager to ensure they are published well in advance to maximise attendance
- Manage communication between hosts and attendees to ensure events run smoothly
- When events incur costs, agree those costs with hosts, manage payments by members and liaise with Treasurer for payment of invoices
- Be one of the authorised signatories for financial transactions
- Record talks if possible and arrange to post on DASH website
- Maintain a list of people interested in attending and manage waiting lists where appropriate
- Liaise with Treasurer to provide “thank you” gift where appropriate
- Prepare report for AGM summarising events held and attendance levels