

WARWICKSHIRE BAT GROUP

Committee Member Roles

The main tasks of Committee Members holding specific offices are given below but all Committee Members are expected to attend Committee Meetings and contribute and assist wherever possible to events, activities and other matters that help to ensure the general smooth running of the Group.

CORE COMMITTEE

1. Chair

Function: To lead and organise the Group

Reports to: The Committee

Main tasks of position:

- Organise and chair Committee meetings
- Plan and develop the work of the Group
- Help to build the team and encourage participation in Group activities
- Maintain good relations with other conservation Groups and local authorities
- Act as the public face of the Group
- Provide an annual report to the AGM and present interim reports on the progress of the work of the Group to the Committee

2. Secretary

Function: To provide the administrative support necessary to enable the Group to operate effectively and ensure the Group adhere to the requirements of the constitution.

Reports to: The Committee

Main tasks of position:

- Coordinate agendas
- Notify members of meetings
- Prepare and circulate minutes
- Book rooms and undertake any other administrative duties necessary to support Group activities.
- Circulate AGM papers to members

3. Treasurer

Function: To manage the Group's finances

Reports to: The Committee

Main tasks of position:

- Keep an accurate record of income and expenditure
- Manage the Group's bank accounts
- Reimburse expenses and pay bills
- Collect and retain all receipts as evidence of expenditure
- Provide a report to the AGM including a summary statement of income and expenditure for the year and provide interim reports to the Committee on the financial position of the Group

COMMITTEE ROLES

4. Membership Secretary

Function: To manage the Group membership.

Reports to: The Committee

Main tasks of position:

- Keep an accurate record of members
- Send out renewal/reminder/welcome letters
- Pay membership income into the Group's bank account
- Provide an annual report to the AGM on the state of the Group's membership and make interim reports to the Committee

5. Website Co-ordinator

Function: To manage the Group's website

Reports to: The Committee

Main tasks of position:

- Manage and develop the Group's website
- Manage and develop the Group's electronic communications

6. Walks and Talks Co-ordinator

Function: To co-ordinate the Group's walks and talks

Reports to: The Committee

Main tasks of position:

- Respond to requests for bat walks and bat talks
- Co-ordinate volunteer effort for leading and assisting with walks and talks
- Co-ordinate the winter talks programme
- Provide an annual report to the AGM on walks and talks undertaken during the year and make interim reports on requests and arrangements to the Committee.

6. Project/Survey Co-ordinator

Function: To co-ordinate the Group's projects and surveys

Reports to: The Committee

Main tasks of position:

- Co-ordinate volunteer effort for leading and assisting on bat projects and surveys
- Co-ordinate volunteer effort for bat box checks
- Provide an annual report to the AGM on volunteer activity and provide interim reports to the Committee.

7. Events/Training Co-ordinator

Function: To support relevant Committee members in the organisation of Group activities and promote the work of the Group at events throughout the area.

Reports to: The Committee

Main tasks of position:

- Respond to requests for the Group's attendance at events
- Co-ordinate volunteer effort for representing the Group at events
- Promote and assist in the organisation of training programmes and Group activities
- Provide an annual report to the AGM on events and Group activities undertaken during the year and provide interim reports to the Committee.

8. Trainer

Function: To train Group members in the identification, care, and handling of bats

Reports to: The Committee

Main tasks of position:

- Prepare programmes and material for training workshops
- Present/undertake/co-ordinate training workshops
- Sign off roost visitor licences as appropriate.
- Provide an annual report to the AGM on training undertaken during the year and provide interim reports to the Committee.

OTHER POST HOLDERS

9. Record Keeper

Function: To co-ordinate the Group's bat records

Reports to: The Committee

Main tasks of position:

- Collect and collate bat records
- Liaise with Biological Records Office
- Provide information on bats in Warwickshire
- Verify local bat records.

10. BCT Liaison Officer

Function: To liaise with BCT

Reports to: The Committee

Main tasks of position:

- Liaise with BCT as appropriate
- Circulate the BCT Bat Workers newsletter.