**Committee Roles ButeLGBTQ+ Community Group**

*Document owner: Committee ·*

*Approval: Committee or membership, as required by the constitution ·*

*Review: Annually*

1. **Purpose**

The committee is responsible for providing clear leadership, maintaining the group's values and purpose, overseeing its activities and finances, and ensuring that the group operates safely, fairly and transparently.

Roles are intended to distribute work, not to give particular individuals greater authority than the constitution allows.

Where the group is a registered Scottish charity, charity trustees have collective responsibility for its governance and must fulfil their statutory duties.

2. **Responsibilities shared by all committee members**

Every committee member is expected to:

- Act in the group's interests and in accordance with its constitution and aims.
- Treat LGBTQ+ members, volunteers, allies and community partners with respect.
- Read meeting papers and contribute relevant skills, knowledge and experience.
- Participate in decisions and ask questions when something is unclear.
- Declare actual, potential or perceived conflicts of interest.
- Respect confidentiality and protect personal information.
- Take responsibility for agreed actions and report progress.
- Monitor financial sustainability, safety, risks and the group's reputation.
- Challenge decisions or practices they believe are unsafe, unfair or inconsistent with the group's values.
- Seek support or training where needed and be honest about their capacity.

Committee members should not be expected to undertake unlimited unpaid work.

Tasks should be shared realistically, taking account of availability, accessibility and individual circumstances.

3. **Individual committee roles**

The following descriptions are a suggested model. A small group may combine roles, provided responsibilities remain clear and financial and governance checks are maintained

**Chair or Co-Chairs**

- Facilitate meetings and ensure fair participation.
- Help the committee agree priorities and monitor progress.
- Ensure decisions follow the constitution and agreed procedures.

**Committee Roles ButeLGBTQ+ Community Group**

- Support resolution of disagreements and refer serious concerns appropriately.
- Represent the group publicly only within agreed authority.
- Ensure that the Chair's role does not become a veto over collective decisions.

**Secretary**

- Circulate meeting dates, agendas and papers.
- Record decisions, reasons where useful, votes where required and action points.
- Maintain the constitution, policy documents and official records.
- Track agreed actions and remind members of deadlines.
- Maintain an accurate record of committee membership and relevant organisational correspondence.

**Treasurer**

- Maintain accurate financial records.
- Prepare budgets and regular financial reports.
- Monitor income, expenditure, cash flow and restricted funding.
- Administer approved expense claims and payments.
- Ensure that appropriate financial controls are followed.
- Alert the committee to financial risks and reporting deadlines.
- The Treasurer advises the committee; financial oversight remains a collective responsibility.

**Communications Lead**

- Coordinate approved social media, publicity and community updates.
- Apply the social media and press approval policy.
- Protect members' privacy and avoid involuntary disclosure of LGBTQ+ identities.
- Maintain an agreed process for responding to media enquiries.
- Keep appropriate records of approvals and public statements.

**Fundraising Coordinator**

- Seek outlets of fundraising opportunities
- Raise opportunities with the committee
- Complete application forms within time constraints
- Liaise with Treasurer and Chair regarding content of application forms
- Report outcomes to committee at earliest opportunity

**Volunteer or Community Activities Lead**

- Coordinate volunteers and community activities.
- Ensure volunteers know their responsibilities and where to seek support.
- Help plan accessible and safe events.
- Gather feedback and identify improvements.
- Monitor volunteer workload and encourage shared responsibility.

**Ordinary Committee Members**

**Committee Roles ButeLGBTQ+ Community Group**

- Contribute ideas, specialist skills and community knowledge.
- Take responsibility for agreed projects or tasks.
- Participate in oversight and decision-making.
- Support the group's work without assuming that only office-holders have a voice.
- Raise concerns and suggest improvements constructively

4. **Delegation and limits of authority**

The committee may delegate specific tasks to office-holders or volunteers, but must define:

- The task or decision being delegated.
- Any financial or operational limits.
- The duration of the delegation.
- Who must be consulted or informed.
- How progress and outcomes will be reported.

Delegation does not remove any legal responsibilities that remain with the committee (or trustees).

Significant decisions, changes to the group's purpose, major financial commitments and matters reserved by the constitution must be dealt with through the appropriate formal process.

https://scvo.scot/support/running-your-organisation/governance/roles-responsibilities

https://www.oscr.org.uk/managing-a-charity/managing-charity-trustees/guidance-and-good-practice-for-charity-trustees/governing-documents-and-meetings/?utm_source=chatgpt.com

5. **Conflicts of interest**

Committee members must declare relevant interests, including personal relationships, financial interests or involvement with another organisation that could affect a decision.

The committee will record the declaration and agree whether the member may participate in discussion or voting, in accordance with the constitution and applicable legal requirements.

On a small island, the committee recognises that personal and professional relationships will overlap. A relationship alone does not disqualify someone from participating; the actual conflict and appropriate safeguards should be assessed fairly.

6. **Absence, handover and accountability**

If a committee member cannot complete an agreed task, they should notify the relevant person as early as practicable so the work can be reassigned.

Office-holders should maintain sufficient records for another person to take over their responsibilities.

Passwords, financial information and personal data must be handed over securely (e.g.: by sending log on name & password in separate emails)

**Committee Roles ButeLGBTQ+ Community Group**

The committee should review roles annually and ensure that responsibilities are manageable and understood