

**Committee Roles and Responsibilities**

**Chair**

A Chair is elected to:

* provide leadership, plan, call and chair meetings, and ensure that the committee works well together
* ensure that the RA keeps to its aims

**Secretary**

A Secretary is responsible for administration and communication. They:

* Set the agenda with the Chair
* Take minutes of meetings
* Distribute previous minutes and agendas for meetings coming up
* Write letters on behalf of the RA (Members of the RA can assist the Secretary with their allotted tasks.)

**Treasurer**

The Treasurer:

* Oversees the management of any money collected
* Pay bills and keep accurate records of money received and spent
* Works with the committee to carry out financial planning for the year
* Ensures that all expenditure is agreed at a minuted meeting
* Prepares a financial report and bank statement to the committee at every meeting
* Prepares the “End of the year account”

**Committee members**

It is important that committee members do the following:

* Accurately represent the views of members, in particular, any issues or concerns pertinent to their particular road
* Canvass members for their views on important issues
* Attend meetings regularly or send apologies if they are not able to
* Put relevant items on the agenda
* Contribute positively to meetings
* Respect the confidentiality of individuals
* Show tolerance towards differing points of view
* Don’t let differences of opinion disrupt the workings of the group
* Support the committee and accept majority decisions
* Report to the committee when they have completed a task or gone to a meeting on behalf of the RA
* Be prepared to volunteer to undertake tasks as necessary