

CHAIRPERSON

1. CHAIR MEETINGS
2. CUSTODIAN OF CONSTITUTION/GOVERNANCE
3. LINK BETWEEN OFFICER TRUSTEES AND TRUSTEES (UPDATE PROJECTS AND MEETINGS)
4. CONSULT TRUSTEES ON DECISION MAKING IN-BETWEEN MEETINGS
5. AUTHORISE WITH FINANCE OFFICER AND FINANCE COMMITTEE ANY ADDITIONAL EXPENDITURES FOR RUNNING PROJECTS IN-BETWEEN MEETINGS
6. WORK WITH SECRETARY TO CO-ORDINATE STANDS AT CONFERENCES
7. DELEGATE WORK AND RESPONSIBILITIES TO TRUSTEES IE COMMUNICATIONS & SOCIAL MEDIA
8. AGM / TRUSTEES REPORT
9. OVERSEE AGREEMENTS WITH EMPLOYERS
10. APOINT SAFEGUARDING OFFICER TO OVERSEE DBS CHECKS
11. LIASE WITH CWU HQ AND CWU IRELAND
12. OVERSEE CWU ADMIN FUND
13. AUTHORISE ALL EXPENDITUTRE
14. SIT ON THE FINANCE COMMITTEE

**** CHEQUE SIGNATORY**

**** CHAIR HAS CASTING VOTE**

FINANCE OFFICER

1. UPKEEP OF CHARITIES ACCOUNTS
2. AUTHORISE ALL EXPENDITUTRE
3. PROVIDE COMPREHENSIVE FINANCIAL REPORTS + BREAKDOWNS
4. WORK WITH SECRETARY ON UPLOADING ACCOUNTS TO CHARITIES COMMISSION
5. PRODUCE BUDGETS AS DIRECTED BY THE TRUSTEES
6. TRUSTEES REPORT FOR AGM
7. SIT ON FUNDRAISING COMMITTEE
8. SIT ON THE FINANCE COMMITTEE

****CHEQUE SIGNATORY**

SECRETARY

1. MAINTAIN AND UPDATE BRANCH AFFILIATIONS - DATABASE
2. MAINTAIN AND UPDATE INDIVIDUAL MEMBER AFFILIATIONS – DATABASE
3. CORRESPONDENCE WITH MEMBERS
4. SEND LETTERS OF THANKS
5. PRODUCE MEMBERSHIP LISTS
6. CO-ORDINATE STANDS AT CONFERENCES
7. PREPARE PAPERWORK FOR TRUSTEES MEETINGS
8. AGM PREPARATION / TRUSTEES REPORT

- 9. PUBLISHING OF CONVOY REPORTS & NEWSLETTERS
- 10. CONTACTS AND SUPPORTERS UPDATES
- 11. SIT ON FUNDRAISING COMMITTEE

VICE CHAIR

- 1. SUPPORT THE CHAIR WHEN REQUESTED
- 2. STAND IN FOR THE CHAIR WHEN REQUIRED
- 3. SIT ON THE FUNDRAISING COMMITTEE

PROJECT MANAGERS X 3

- 1. OVERSEE PROJECTS AS DIRECTED BY THE TRUSTEES
- 2. CARRY OUT PRE PROJECT PHEASIBILITY STUDIES AS DIRECTED BY THE TRUSTEES
- 3. FEEDBACK TO CHAIRPERSON ON PROGRESS
- 4. ENSURE PROJECT REPORT IS PRODUCED ONCE PROJECT IS COMPLETED
- 5. ASSIST OTHER PROJECT MANAGERS AS DIRECTED BY THE CHAIRPERSON + TRUSTEES
- 6. PROVIDE REGULAR UPDATES ON ALL PROJECTS TO THE TRUSTEES
- 7. CONSULT WITH EXPERTS INTERNAL + EXTERNAL
- 8. LIASE WITH OTHER NGO'S AGREED BY THE TRUSTEES
- 9. LIASE WITH EMBASSIES, CONVOY TEAM AND GOVERNMENT BODIES
- 10. RUN CONVOY DRIVERS MEETINGS AND PRODUCE DRIVERS INFO PACKS
- 11. WORK WITH SAFEGUARDING OFFICER TO ENSURE DBS'S ARE COMPLETED
- 12. TO ARRANGE AND OVERSEE THE CONVOY TEAM, LIASING WITH CHAIR
- 13. LIASE WITH CONVOY LEADERS ON ALL CONVOY DECISIONS PRIOR TO AND WHILST ON CONVOY

**** ROLE WILL ROTATE AROUND ALL PROJECTS**

FINANCE/FUNDRAISING COMMITTEE + TRUSTEES

- 1. AUTHORISE FUNDRAISING EVENTS
- 2. DELEGATE AND PROVIDE ASSISTANCE WITH FUNDRAISING
- 3. PUBLICISE FUNDRAISING EVENTS
- 4. CO-ORDINATE FUNDRAISING EVENTS
- 5. CAMPAIGN MATERIALS AND PUBLICITY

REGIONAL OFFICERS

- 1. ASSIST THE FINANCE/FUNDRAISING COMMITTEE IN PROMOTING THE CHARITY IN THE REGIONS
- 2. TO WORK ALONGSIDE THE FINANCE/FUNDRAISING COMMITTEE TO GENERATE FUNDS AND AWARENESS
- 3. BUILD UP RELATIONSHIPS AND LIASE WITH LOCAL CONTACTS AND SUPPLIERS

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TRUSTEES

1. TO ACTIVELY PROMOTE THE CHARITY AND ENCOURAGE BRANCHES, INDIVIDUALS AND COMPANIES TO BECOME AFFILIATES.
2. TO SUPPORT OFFICERS AND TAKE ON RESPONSIBILITIES AS DIRECTED BY THE CHAIR
3. ATTEND TRUSTEES MEETINGS
4. TRUSTEES HAVE AND MUST ACCEPT ULTIMATE RESPONSIBILITY FOR DIRECTING THE AFFAIRS OF THE CHARITY AND ENSURING THAT IT REMAINS SOLVENT.
5. ENSURE THAT THE CHARITY COMPLIES WITH CHARITY LAW WITH THE REQUIREMENTS OF THE CHARITY COMMISSION AS REGULATOR, IN PARTICULAR ENSURING THAT THE CHARITY PREPARES REPORTS ON ACHIEVEMENTS AND ANNUAL RETURNS AND ACCOUNTS AS REQUIRED BY LAW.
6. ENSURE THE CHARITY DOES NOT BREACH ANY OF THE REQUIREMENTS OR RULES SET OUT IN ITS GOVERNING DOCUMENT AND THAT IT REMAINS TRUE TO THE CHARITABLE PURPOSE AND OBJECTS SET OUT.
7. COMPLY WITH THE REQUIREMENTS OF OTHER LEGISLATION AND OTHER REGULATORS IF ANY WHICH GOVERN THE ACTIVITIES OF THE CHARITY.
8. ACT WITH INTEGRITY AND AVOID ANY PERSONAL CONFLICTS OF INTEREST OR MISUSE OF CHARITY FUNDS OR ASSETS.
9. AVOID UNDERTAKING ACTIVITIES THAT MIGHT PLACE THE CHARITY'S FUNDS, ASSETS OR REPUTATION AT UNDUE RISK.
10. USE REASONABLE CARE AND SKILL IN THEIR WORK AS TRUSTEES, USING THEIR PERSONAL SKILLS AND EXPERIENCE AS NEEDED TO ENSURE THAT THE CHARITY IS WELL RUN AND EFFICIENT.
11. CONSIDER GETTING EXTERNAL PROFESSIONAL ADVICE ON ALL MATTERS WHERE THERE MAY BE MATERIAL RISK TO THE CHARITY, OR WHERE THE TRUSTEES MAY BE IN BREACH OF THEIR DUTIES.
12. TO ACTIVELY PROMOTE THE CHARITY AND ENCOURAGE INDIVIDUALS AND COMPANIES TO BECOME AFFILIATES.