

Documenting roles and responsibilities

From the minutes of the March MC meeting:

‘We should be active in recruiting **volunteers** for the future: keep a list of possible future committee members and officers and other helpers. With this in mind, we should prepare role descriptions for each officer.’

So the purpose of this exercise is to safeguard the future and prevent long inter-regnums as we need to replace officers and other volunteers who wish to move on. Most people also accept that MC members operate more effectively if there is a clear written outline of their purpose and role

Process:

The process is really quite simple. A definition of a role has the title, a description of the role and the responsibilities involved in carrying out the role. So far so reasonably straight forward. We should then be able to spot overlaps and make alterations to responsibilities that will promote efficiency. Some jobs will take a couple of lines, others a bit more.

Style:

If we are going to do this, we must bear in mind that it will be a selling document to someone thinking of taking over the role. Keep it simple, short and reader-friendly; make it realistic but don't overestimate the problems. As a recent recruit I was amazed by the reaction of players at my clubs who were in turn amazed that I was even thinking about joining the MC!

Content:

Title - settled by MC

Role – Two or three-line description of the purpose and overall contribution

Responsibilities – line by line statement of what you have to do probably grouped into areas of responsibility

You may wish to add:

Qualities and skills required

Time commitment

At the risk of howls of derision, I have done mine which you may use as a guideline, to light the barbecue or just have a bloody good laugh at its sheer naiveté. It's been an interesting exercise, in fact, helping me to get my head around what I have taken on.

What is the role of the Secretary?

To support the Chair and other committee members in ensuring the smooth functioning of the Management Committee as it promotes duplicate bridge throughout Oxfordshire and produces a winning County team. The committee works towards the objectives agreed with representatives of affiliated clubs.

Ensure responsible administration:

- To prepare agendas for committee meetings, Annual General meetings and any special meetings in consultation with the Chair
- To circulate agendas and supporting reports to appropriate people in good time and upload to website
- To request and receive agenda items and reports from other committee members
- To minute meetings, agree with Chair, circulate to appropriate people and upload to website
- To ensure Chair signs the minutes once they have been approved at the subsequent meeting
- To check that committee members have carried out agreed actions in time and on budget
- To ensure that up-to-date records are kept of committee members and their contact details
- To act as the guardian of the Constitution and ensure that meetings, and any votes taken, are conducted in a constitutional manner]
- Maintain records and archives

Make arrangements for meetings:

- To oversee arrangements for meetings booking the room, arranging for refreshments etc)

Other duties:

- To act as a 'sounding board' for the Chair in making plans
- To take a full part in committee deliberations on setting strategy and forward planning.
- To sit in on other meetings as required by the Chair
- To assist other committee members as appropriate, when asked to do so
- To liaise and communicate with the English Bridge Union and with OBA-affiliated clubs
- When necessary, to convene disciplinary panels and arrange hearings, as set out in the OBA Constitution

Qualities and skills required:

- Organisational ability
- Experience of committee work and procedures and Minute taking
- Good communication and inter-personal skills
- The ability to help committee members resolve problems
- Ability to respect confidences
- Ability to work with the Chair

Time commitment:

- The role of secretary requires a very flexible time commitment of one to three days a mont