

Churches Together for Chipping Barnet Job Descriptions for Executive committee

Chair and Vice-Chair

Note: The chair and vice-chair should, ideally, be one lay and one clergy member. The clergy member will be the primary liaison with the other clergy (unless there is another clergy member of exec who wishes to do so), but if both are lay members, one will be responsible for liaising with the clergy.

The chair will have overall responsibility, but should they be absent at any meeting or event, the vice-chair will take their place.

1. To take a strategic view of the work of CTfCB, ensuring that the organisation fulfils its role (as defined in the constitution), to support the individuals, churches and mission of the church in Barnet and the work of BCA
2. To chair meetings of Exec and Council, including the AGM
3. To lead the Exec in organising the work and events of CTfCB, and to report back to Council at its meetings
4. To ensure that the Exec and Council meetings are timely, well-ordered and constructive, and that appropriate agendas and minutes are produced
5. To liaise with the clergy or church leaders for events which need participation from clergy, or are held on church premises
6. To ensure that individual members (of Council and Exec) are aware of their roles and responsibilities
7. Any other responsibilities/actions agreed with Exec, including organising of events, as required and appropriate to their skills, time, and abilities.

Secretary

1. To take minutes of meetings (Executive and Council), retain a record of them, and distribute them to appropriate parties as soon as possible and in good time before the next meeting
2. To send out agendas and other papers ahead of any meeting
3. To ensure that regular events appear on the Exec agenda in good time, and where appropriate, are discussed by clergy
4. To act as the first point of contact for Churches Together in Hertfordshire (*the secretary's generic address is posted on their website - we do get a small number of 'junk' emails as a result*), and other organisations/individuals
5. To maintain the GDPR record of addresses and contact details for all clergy, reps, church offices and other people who wish to be in contact, and to remove details for people who no longer wish to be contacted
6. Any other responsibilities/actions agreed with Exec, including organising of events, as required and appropriate to their skills, time, and abilities.

negotiable:

- may also need to create the agendas, if the chair does not wish to do so
- some papers may be distributed by other exec members
- if not able to attend a meeting, other exec members will usually be willing to take notes

Treasurer

1. To manage the finances of CTfCB, according to the budget as agreed by Council
2. To report on the finances at all Exec meetings, and to Council at its meetings
3. To ensure that the accounts are inspected at the end of each year, by a suitably qualified person approved by Council
4. To manage the bank account, ensuring all transactions are correct, all receipts banked and all debts paid
5. To liaise with the bank to ensure that there are three people from Exec recognised by the bank as valid signatories on cheques (two signatures needed on each cheque)
6. To manage the collection of subscriptions from member churches, and payment of CTfCB subscription to Churches Together in Hertfordshire
7. Any other responsibilities/actions agreed with Exec, including organising of events, as required and appropriate to their skills, time, and abilities.

Publicity Officer

1. To manage the CTfCB website. Note that the Publicity Officer appointed in 2020 will need to establish a new web site from scratch
2. To manage the CTfCB generic email accounts
3. To manage the CTfCB noticeboard, and prepare it for display at events, where appropriate
4. To manage collation of Christmas service details and production of the Churches Together Christmas leaflet and facilitate distribution of leaflets by member churches
5. To prepare artwork/posters etc for CTfCB events, and to place them on our website
6. To receive details of events and other points of interest at member churches and elsewhere
7. To publicise CTfCB events and those of member churches (and other organisations, if deemed appropriate), by displaying on CTfCB website, and circulating to Council members, church offices and clergy, and other organisations if appropriate. NOTE: *There is some overlap here with Rep's Rep*
8. Any other responsibilities/actions agreed with Exec, including organising of events, as required and appropriate to their skills, time, and abilities.

Rep's Rep *(under the 2014 constitution)*

1. To encourage the Council members in their role, by keeping them in touch with the work of Exec, and ensuring that they are aware of current and future events
2. To mentor new members of Council, and help them to get to know other members and understand their role
3. To keep in touch with Council members and get their feedback as to how well CTfCB is meeting their (and their church's) needs and aspirations, and how CTfCB could be "even better". To relay such feedback to the Exec.
4. Where events require/encourage help from church members, ensure Council members are aware and involved in good time
5. To ensure that all members are reminded of forthcoming events, and are given the tools to encourage their church members to participate (where appropriate). NOTE: *There is some overlap here with Publicity*
6. Any other responsibilities/actions agreed with Exec, including organising of events, as required and appropriate to their skills, time, and abilities.

Prayer Secretary *(if introduced in 2022)*

1. To liaise with churches, Hope Corner and BCA to determine any special prayer requests
2. To be aware of events that are planned, and prepare prayer requests as appropriate
3. To relay the collected prayer requests to member churches and Hope Corner. **Care should be taken to ensure that requests cannot identify individuals unless such individuals have clearly expressed a willingness to have their details shared widely.**
4. Where prayer has been requested for a specific event/crisis/ongoing concern, to ask for feedback so that those praying can be informed of any progress or other outcome.
5. To organise the monthly prayer meeting, ensuring that suitable premises are booked, set up and cleared away after use, and to recruit and train a team to host and lead.
6. To ensure that the prayer meeting is publicised appropriately and led well, with refreshments as required.
7. Any other responsibilities/actions agreed with Exec, including organising of events, as required and appropriate to their skills, time, and abilities.

All Exec members when organising events:

1. To appoint a leader and (preferably) a co-leader: large events may have more than one leader, each with well-defined roles. It is perfectly acceptable (desirable, even) to have non-Exec members as leaders within an event, or a committee working together.
2. If there is only one leader, to make sure that there is a record of what has been done, so that someone else can pick up the pieces if you can't complete the task
3. To be clear about the objective, and how it will be achieved
4. If appropriate, to produce a risk-assessment for the event
5. To identify costs (and relay to Treasurer for approval)
6. To ensure dates and times are agreed, premises are booked (and relay details to Publicity)
7. If external permissions are required (eg: insurance, police presence, speakers) ensure these links are made in good time
8. If help is required from church members and/or Council members, identify roles (and relay details to Rep's Rep)
9. If help is required from clergy, ensure roles are well-defined (and relay details to Chair/Vice-Chair or Clergy rep)
10. Report back to Exec regularly on progress made/problems encountered, and ask for help if needed
11. Keep a check-list of actions, as well as contact details for external organisations.
12. After the event, reflect on how well it met the objective, what went well, and what could be improved. Review any risk-assessment. File a report with Exec, to be used when repeating the event (or organising something similar) in the future.