

# ROLES & RESPONSIBILITIES

## ACTIVITIES COORDINATOR

- Provide support to the various convenors' operating activities including those not represented on the Management Committee.
- Take notice of members' interests and respond to their requests for additional activities.
- Provide a conduit between convenors and the Management Committee in respect to the registration of matters of concern that may arise from time to time.
- Ensure that all activity reports are delivered to the editor of the newsletter by the agreed time frame for the draft newsletter to be completed and circulated to the Management Committee prior to the monthly Committee Meeting. Present an outline of key points that are raised within the various reports to the monthly General Meeting.
- Ensure that convenors prepare an attendance form for all events, signed by all participants, and that these forms are retained by the relevant convenor for a period of not less than 12 months.
- Ensure that convenors prepare a risk assessment for any outdoors event.
- Take proactive action, with the support of the Management Committee, to ensure viability of all groups.
- Attend the monthly Committee Meeting.