

# ROLES & RESPONSIBILITIES

## ACTIVITIES OFFICER

- Provide support to the various Conveners operating activities including those that are not represented on the Management Committee
- Provide a conduit between Conveners and Management Committee in respect to the registration of matters of concern that may arise from time to time
- Take proactive action, with the Committee support, to ensure viability of all groups
- Take notice of members interests and respond to their requests for additional activities
- Ensure that all Activity Reports are delivered to the Editor of the Newsletter by the agreed time frame in time 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
- Attend the monthly Committee meeting.