

2016

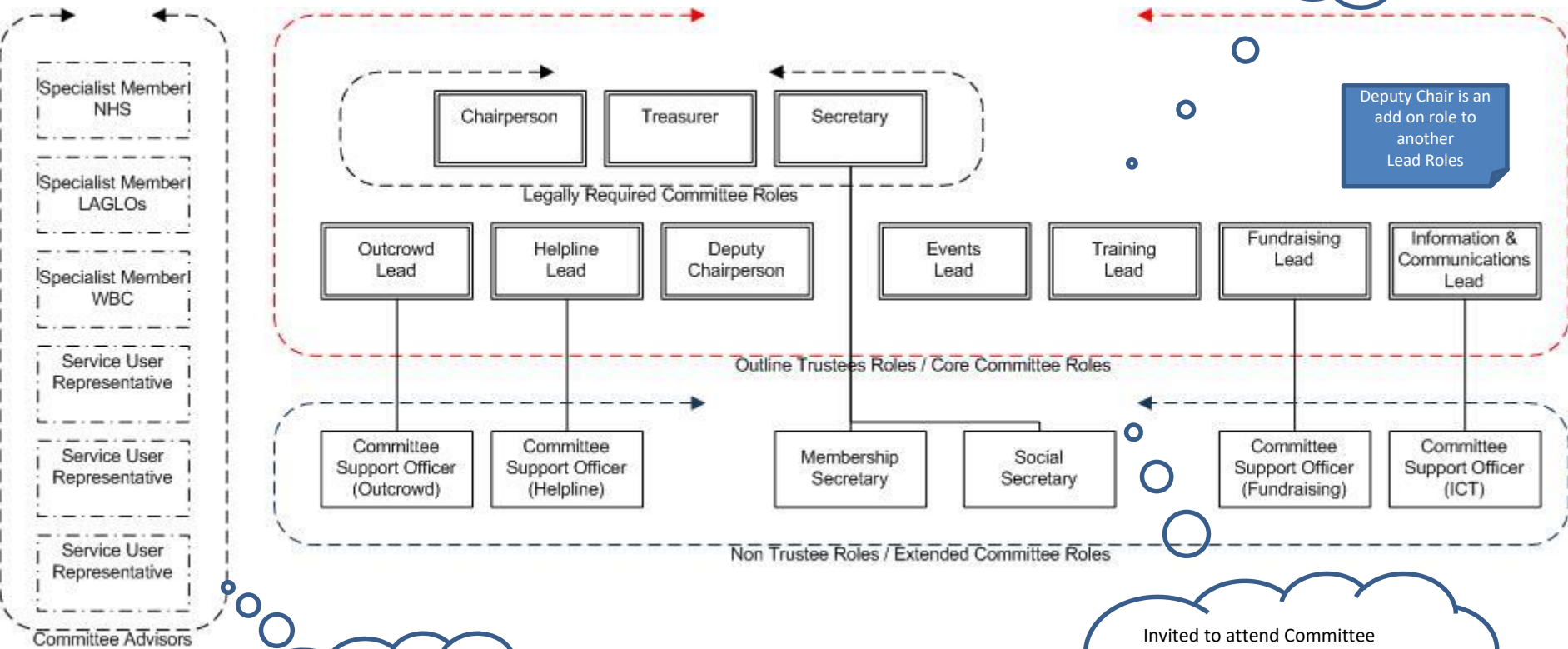
OUTLINE TRUSTEE & MANAGEMENT STRUCTURE

Outline Management Committee 2016

outline

AGM and Committee Voting rights

Deputy Chair is an add on role to another Lead Roles



Members Invited to committee meetings. Have AGM Voting rights but not day to day committee affairs

Invited to attend Committee Meetings as appropriate. Support Trustees in leading the Charity. As Members of Outline they have AGM Voting rights

Background Information

Internal to Outline:

- **Trustee (s)** – legally and financially responsible for the running of Outline. Names and basic personal information available publically through Charities Commission.
- **Committee Support Officers** – support Trustee (s) but don't have full trustee duties. Attend committee meets when agenda items relevant
- **Volunteers** – actively work on delivering Outline services and are in direct contact with Outline service users.

Externally:

- **Members** – Have an interest in Outlines charitable purpose. They may offer specialist information or skills to outline. They have rights to vote at AGM for who the trustees are (trustees, volunteers, Support Officers and any person authorised by trustees can become members)

Chairperson

- Leading the committee and the organisation to enable it to fulfil its purpose
- To ensure an effective relationship between:
 - the committee and the volunteers
 - the committee and the external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate
- Leading on the support and management of all volunteers
- Have an overall understanding of all areas of the charities activity

Secretary

- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered
- Keep membership records up-to-date (unless there is a membership secretary as well)
- Monitor committee member action points
- Supporting Chairperson with charity administration

Treasurer

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports/returns, accounts and audits

Outcrowd Lead

- To ensure volunteers are available and trained to cover all publicised Outcrowd Events
- To ensure the smooth operation and development of the Outcrowd Service

Helpline Lead

- To maintain the operation of the core helpline service in order to meet the specifications of the charities constitution and external needs of service users
- To Lead Helpline volunteers
- To ensure appropriate levels of cover on all agreed helpline open shift

Public Relations Lead

- To be the voice of Outline externally in conjunction with the Chairperson and committee
- To ensure press releases are made where appropriate
- To promote events and activities of Outline

Events Lead

- To organise a calendar of events to support and enhance the activities of the charity.
- To work to promote charity and education of the community in line with the charitable objectives

Training Lead

- To ensure that all volunteers have appropriate training to ensure the charity can effectively deliver all services agreed by committee
- To ensure that mandatory health and safety training is covered to comply with external legislation
- Whilst delivery of training may be a feature of this role it is likely that the Lead will use other volunteers and external contacts to deliver training content

Fundraising Lead

- To take a lead in fundraising initiatives agreed by the committee
- To actively see opportunities for fundraising and work with other committee members to realise opportunities where possible
- To work with the events team to maximize opportunity to raise funds during events hosted or attended by Outline

Information & Communications Lead

- To ensure Information technology resources e.g. email, website are available to effectively operate the helpline and committees needs
- To develop data backup and recovery methods to ensure the continuity of the charity
- To ensure compliance with data protection laws in conjunction with the committee

Membership Secretary

- To support the committee in maintaining a membership list of the charity
- To support the committee in maintaining an Outcrowd Service User List
- To actively communicate with members and service users as agreed with the committee

Committee Support Officer (s)

- To support Lead committee members in the effective operational daily requirements of the charity.
- To take responsibility for specified projects or tasks as agreed by Lead committee members/committee
- To contribute to committee decision making
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