Stork and the Bees

Committee Roles and Responsibilities

The committee must have a Chair and a Treasurer, and at least 1 other committee member. Other roles are optional.

Any committee member may have one or more roles or may have a general committee role.

MANDATORY ROLES

Chair

- Responsible for the supervision of all matters concerning the effective leadership of the Group.
- Chairs all general (AGMs and EGMs) and committee meetings.
- Prepares the Chair's Report for each AGM, including reporting on hires and membership.
- Works with the committee to identify a strategy for achieving the desired goals and implements appropriate actions to achieve the strategic goals.
- Signatory on the bank account

Treasurer

- Prepares annual budget and allocates anticipated spend to relevant items/ projects each year.
- Responsible for oversight of group funds, including any other appropriate financial business.
- Reports at fixed intervals to Committee, no less than once per year at the AGM.
- Submits income and expenditure statements for the AGM, no less than once per year in advance of the AGM.
- Signatory on the bank account
- Deals with payments and receipts.
- Reviews, approves and pays volunteer expenses
- Notifies any forecast overspend together with (a) circumstances leading to this position and (b) proposed action plan to resolve the situation

at least 1 other (General) Committee member

- Helps run group generally.
- Deputises for other members as required.
- Particularly required for helping to establish the season's programme.

ADDITIONAL ROLES
Vice Chair

- Deputises for Chair as required.
- Assists at library sessions and other events
- Responds to emails / enquiries

Secretary

- Gives due notice of all general meetings (AGMs and EGMs) to all group members.
- Gives due notice of committee vacancies to all group members.
- Arranges suitable locations for committee meetings.
- Prepares and issues agenda for all general meetings and committee meetings.
- Records the minutes of all general meetings and committee meetings
- Maintains a committee address / contact list.

Health and Safety / Safeguarding Lead

- Maintains and updates risk assessments for all venues and activities
- Is the Designated Safeguarding Lead
- Undertakes training as required to ensure knowledge and skills are up to date and meet the terms of insurance
- Advises on matters of health, safety or safeguarding, including training and policies
- Is available for providing first aid or safeguarding concerns

Carrying Consultant(s)

- Provides support to clients as required
- Manages the stock of slings and carriers
- Maintains items as needed, including making provision for (not necessarily all by the individual) washing, servicing, storing and updating
- Confirming the integrity of stock e.g., checking buckles and wear and tear
- Advises the Committee as to new items needed and the status of items
- Responds to emails regarding hire and use of slings and carriers as appropriate

Peer Supporter(s)

- Supports the consultant(s) as required
- Attends nappy libraries and events to provide carrying support
- Provides advice and safety information as per training
- Seeks support of consultant(s) as required

Reusable Nappy Co-ordinator

- Manages the stock of nappies for hire
- Ensures individual items are accounted for
- Maintains items as needed, including making provision for (not necessarily all by the individual) washing, servicing, storing and updating
- Maintains nappy kits, to cover the required number, type and quality of nappies and accessories
- Advises the Committee as to new items needed and the status of items
- Responds to emails regarding hire and use of reusable nappies as appropriate

Webmaster

- Creates and maintains the group website.
- Either posts content to the website or provides access to committee members to post their own content.
- Responds to / directs onwards queries, questions and other engagement from the website

Social Media Lead

- Uses online channels for publicising events, services and stock - such as social media, discussion forums, parenting apps.
- Either posts content to the online channels or provides access to committee members to post their own content.
- Confirms content is appropriate in terms of language used, images, and style to enhance the general ethos of the library
- Ensures regular and engaging content, with a minimum of twice a week.
- Seeks relevant content from other committee members as required
- Maintains a plan of content/ ideas on a rolling basis
- Prepares a social media report for AGM/ EGM meetings, including the most popular posts, levels of engagement and followers
- Oversees admin requirements in the Facebook Social group, such as reviewing new member requests, moderating content and flagging any issues to the Committee.
- Responds to / directs onwards queries, questions and other engagement from messages on social media or other platforms

Community Engagement Lead

- Ensures maximum coverage of group events, both before and after they occur.
- Writes copy for social media on activities.
- Ensures all events are included in the group Diary.
- Liaises with local press and radio.
- Engages with clients, potential clients and other organizations and Groups using social media, posters and word of mouth.
- Uses social media to advertise events.
- Offers photos of events and gatherings for the purpose of wider engagement (seeking appropriate permissions from attendees first)
- Provides content for a regular newsletter
- Must comply with Data Protection Guidelines
- Maintains a 'database' of these key contacts to facilitate the distribution of publicity material and other information.
- Records events attendance and writes up reports.

Fundraising Lead

- Seeks out funding opportunities
- Applies for funding when required
- Liaises with committee to confirm what funding is required

- Feeds back to committee about applications, and provides reports to funding bodies as appropriate