

Duties of Committee Members and Team Leaders

1. Chairperson

Meetings - Shall chair all meetings when present. Set agendas.
When absent, a person will be appointed to the chair for that meeting.

Constitution - Guardian. Review at least once every year to determine whether changes are required and report to Committee accordingly.

Property/House Checks - To actively check members properties and homes for emergency response database purposes when paying their Joining Fee.

Collection of Fees - To actively collect Joining Fee and Yearly Dues.

2. Secretary

Meetings - To organise them, take minutes, distribute minutes as soon as possible after the meeting. When absent from a meeting a person will be nominated to take minutes.

Correspondence - To receive and send, to pass on as quickly as possible.

Custodian - Of Constitution, Rules, Seal and current record of minutes.

3 Treasurer

Meetings - To present up to date accounts/reports. If unable to be present the accounts/reports must be made available at said meeting.

Accounts - Bank and account for monies received. Manage bank accounts. Advise on budgets. Monitor expenditure.
Membership start up and yearly dues administration. Record income and expenditure. Pay authorised accounts. Prepare reports for committee meetings.

Custodian - Membership database. Phone List's.

Budget - Prepare annual budget immediately on taking office.
Monitor progress against budget.

Assets - To hold and maintain an asset register.

Financial Reporting - Maintain accounts. Management of investments. Report to committee at meetings. Ensure annual audit is carried out. Shall present an annual Statement of Accounts at the Annual General Meeting.

4 Liaison Officer

Meetings - Attend when possible to present reports. If unavailable the said reports be available at said meetings.

Liaison - Between members and committee. Between public and committee.

Publicity - To plan and co-ordinate all matters concerning publicity.

Co-ordinate - With Team Leaders and their teams. With any sub-committee's and committee.

Equipment - Custodian. Keep record of all equipment. Stocktake three times a year. Repair or recommend replacement as and when required.

Property/House Checks - To actively check members properties and homes for emergency response database purposes when paying their Joining Fee.

Collection of Fees - To actively collect Joining Fee and Annual Dues.

5. Newsletter Editor

Meetings - Attend when possible

Production - Of newsletter as and when required by committee.

Distribution - Of newsletter to member households.

6 Historian

Meetings - Attend when possible

Guardian - Of all Previous records, statements, reports.

Custodian - Of material such as videos, photos, publications, documents and general memorabilia. To actively seek out material to be archived.

7 Committee Members

Meetings: Committee - Attend when possible

Meetings: Public and Annual General Meeting - Organise premises and access, lay out furniture, heating, lighting, refreshments and tidy up afterwards. Distribute written handouts, before or at start of meeting. Sort Raffle if required. Collect Door money if required.

Social Events - Organise all parts of said events and clean up afterwards.

Officer Overload - As and when required to help any of main officers's work.

8 Team Leaders

Meetings: Committee, Public and Annual General Meeting - To attend when possible. If unavailable supply Liaison Officer with report before meeting.

Meetings: Team Members - To organise the training of your team, with a minimum of 4 meetings per year.

Report - Give a report of incident that have happened since last committee meeting and a report of the years incident at the Annual General Meeting.

Team Members - To organise the members of your team from information off the database.

Liaison - With the Liaison Officer.

Equipment - Look after all equipment used and report to Liaison Officer on use. Report to Liaison Officer on repairs, damage or loss of equipment used.
Apply to committee for equipment requirements.

Promotion - Of their team and work involved.

9 All members of committee and team leaders

Fundraising - Have a public activity once per year and to assist in all aspects of the event.

Funding - To actively seek out information and bring it to committee meetings suggestions for fundraising.

Promotion - To promote the activities of AVERT at all times. Attending, when possible, at activities where AVERT has been asked to contribute

Donations - To actively seek out equipment or monetary gains for AVERT.

10 Equipment Caretaker

Care of AVERT Equipment – to clean, maintain and keep secure all AVERT equipment stored on his/her property.

Testing – To start and run all motorised AVERT equipment at least three (3) times a year.

Stocktake – to organize and run a stock take of AVERT equipment at least once (1) a year.

Repair and Replace – to organize the repair of any AVERT equipment and to recommend any replacement to the committee.

Logbook – To keep a logbook showing the location of the AVERT equipment and to ensure that the relevant entries are made in the logbook when AVERT equipment is borrowed and returned.

Fuel – to obtain and store safely sufficient fuel.

Disposal – to dispose of any AVERT equipment that is un-repairable, worn-out, out of date, obsolete, or otherwise not fit for its purpose. Any such disposal needs to go to the committee.