



## **Northumbria Blood Bikes**

### **Committee Role Descriptions: August 2017**

#### **All Committee members:**

- Shall participate in the strategic planning and operational management of the charity
- Shall promote the best interests of Northumbria Blood Bikes (NBB);
- Must declare any conflicts of interest where they exist or where they could be construed to exist;
- Shall work together with other committee members in a proactive manner;
- Shall attend relevant meetings wherever possible and apologise as far in advance as possible if unable to attend;
- Ensure the charity complies with legislation;
- All Committee members have the legal responsibilities of notified Trustees, therefore have overall legal responsibility for the charity and must ensure that:
  - the charity pursues its objects or purposes, as set out in the constitution;
  - NBB complies with the law as well as its constitution;
  - NBB remains solvent and is not exposed to undue risk;
  - the assets are protected and used exclusively to pursue NBB's purposes;
  - they act at all times in the best interests of the charity and its beneficiaries;
  - they declare situations where their personal or other interests conflict with the interests of the charity and must not profit from their role unless it has been agreed;
  - have a duty to "Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets"
- Ensure adequate cover arrangements are in place in the event of absence, eg illness or holidays

*Northumbria Blood Bikes is a Charitable Incorporated Organisation  
Registered Charity Number 1166689*

## **Chair**

The chair of the charity shall:

- Encourage and facilitate the operation of the Committee / Trustees;
- Plan meeting schedules and set agendas;
- Lead meetings and facilitate discussion, encouraging all to participate;
- Establish and monitor systems for distributing information before and between meetings;
- Deal with any conflict within the Committee and in other parts of the charity;
- Ensure the Committee is responsive to the views of members and stakeholders;
- Giving direction to decision-making;
- Set priorities and steer discussions;
- Monitor the implementation of decisions;
- Establish and monitor systems and processes for the operation of the charity;
- Ensure that decisions are communicated and implemented properly;
- Act as spokesperson when required;
- Represent the charity at public gatherings when asked;
- Safeguard the good name and values of NBB;
- Ensure that the requirements of charity law and other legislation are met.

In addition, the Chair is responsible for the direction of and management of activities of the following Auxiliary Roles:

- Reporting Assistants

## **Vice Chair**

The vice-chair of the charity shall:

- Carry out the functions of the Chair in the temporary absence of the Chair;
- Assist the Chair in the carrying out of his / her functions;
- Monitor the implementation of decisions
- Establish and monitor systems and processes for the operation of the charity
- Act as spokesperson when required;
- Represent the charity at public gatherings when asked;
- Assist in preparation & co-ordination of resources for admin & publicity

## Treasurer

The treasurer shall:

- 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.

And, specifically will

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
  - Cheque signatories
  - Purchasing limits
  - Others as appropriate
- Appraise the financial viability of plans, proposals and feasibility studies
- Advise on appointing and liaising with auditors/an independent examiner.
- Undertake bookkeeping duties and/or oversee the finance volunteer ensuring posting and bookkeeping is kept up-to-date.

In addition, the Treasure is responsible for the direction of and management of activities of the following Auxiliary Roles:

- Banking Assistants

## Charity Secretary

The Charity Secretary shall:

- Ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that the charity pursues its objects as defined in its governing document
- Ensure the effective and efficient administration of the charity.
- Ensure that Committee meetings, general meetings, annual general meetings and extraordinary general meetings are run effectively and in accordance with the provisions of the constitution;
- Ensure that meetings are called and recorded especially the AGM;
- Prepare agendas;
- Make practical arrangements such as booking rooms;
- Check that a quorum is present;
- Minute the meetings and circulate draft minutes;
- Ensure that equipment and assets are adequately catalogued, maintained and insured
- Organise a selection procedure in the event of resignation / removal of a committee member / trustee.
- Ensure the correct appointment of committee / trustees, that they are:
  - Not disqualified in law;
  - Eligible to be trustees under the provisions of the constitution;
  - Appointed according to the procedure laid down in the governing document;
- Organise the induction of new committee / trustees;
- Receive correspondence and act promptly on information received;
- Ensure compliance under contractual arrangements.

In addition, the Charity Secretary is responsible for the direction of and management of activities of the following Auxiliary Roles:

- Meetings Coordinator

Driving License Checks Assistant

## Membership Officer

The membership officer shall:

- Develop an active, broad based membership;
- Keep up-to-date records of membership;
- Encourage members to join;
- Facilitate members to use their skills and experience for the benefit of NBB;
- Investigate alleged irregularities by members as requested by Chair (or Vice Chair acting on the Chair's behalf) and provide timely reports in line with procedures;
- Organise communication with members to ensure they are aware of progress / activities;
- Act as an advocate of members and of their interests;
- Ensuring all new riders/drivers undertake a familiarisation ride-along with a competent person;
- Ensuring that the
  1. Administration of website and forum user accounts;
  2. Administration of the Facebook Group, Facebook public page, Twitter account and Flickr account;

are carried out so that when someone joins they have access to the Website and Forum with their welcome email without delay, that the Facebook members group is only open to members and that member's presence on the OLRs system is up-to-date.

## **ICT Officer**

The ICT Officer shall:

- Having regard for the charity's strategy and plans; develop and maintain a strategy for Information and Communication Technologies to facilitate the charity's objectives.
- Devise, develop or acquire and deploy ICT systems to assist the operation and administration of the charity in accordance with the ICT strategy.
- Maintain and administer the ICT systems used by the Charity having regard for legal liabilities, social responsibility and business continuity and disaster planning.

In addition, the ICT Officer is responsible for the direction of and management of activities of the following Auxiliary Roles:

- Content Assistants
- Radiocomms Assistant

## **Fundraising Officer**

The Fundraising Officer shall:

- Motivate and facilitate supporters to maximise the funds they raise;
- Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters;
- Organise activities, such as sponsored outdoor events and collections of money;
- Develop new and imaginative fundraising activities;
- Develop and coordinate web-based fundraising and e.g. online auctions and merchandise sales;
- Increasing funds by researching and targeting charitable trusts whose criteria match NBB's aims and activities;
- Write applications and mail-shots to reach a wide range of potential and current donors.

In addition, the Publicity Officer is responsible for the direction of and management of activities of the following Auxiliary Roles:

- Event Coordinators

## **Hospital / NHS Liaison Officer**

The Hospital / NHS Liaison Officer shall:

- Make and maintain contact with relevant managers in NHS Hospital Trusts, NHSBT and other relevant bodies e.g. the Great North Air Ambulance(GNAAS);
- Determine likely demand and match this to likely availability of volunteers and other resources;
- Negotiate and recommend contracts / service level agreements to Committee;
- Seek to ascertain potential needs and discuss / agree whether NBB can meet these;
- Oversee delivery of contracts / service level agreements, recommending and negotiating changes where necessary
- Carry out regular (normally quarterly) review meetings
- Ensure members have received opportunities to undertake hospital familiarisations
- Lead for NBB for any audits related to hospital / NHS activities, e.g. MHRA.
- Ensure all riders and drivers have successfully completed the MHRA blood handling training.

## **Publicity Officer**

The Publicity Officer shall:

- Raise awareness of NBB and its work. Activities will include but are not limited by:
  1. Arranging the giving talks to groups / schools;
  2. Developing members to be able to deliver talks themselves;
  3. Seeking media opportunities;
  4. Developing and disseminating appropriate communication materials (leaflets, presentations, displays etc).
  5. Providing information to be used on NBB's own promotional areas e.g. on the website
  6. Promoting NBB via its social media channels
  7. Promoting NBB via a regular newsletter
- Develop and maintain a stock of display materials

In addition, the Publicity Officer is responsible for the direction of and management of activities of the following Auxiliary Roles:

- Talks Coordinator

## **Rota Manager**

The Rota Manager shall:

- Maintain and develop a rota of volunteers with the required qualifications and experience to ride, drive or act as shift controllers;
- Supporting the riding, driving or controlling roles; Ordering and issuing of uniform;
- Administration of NEAS keys (Issuing, recording, liaising with NEAS);
- Production of ID Cards;
- Performing 'right to work' checks in line with Home Office guidance;
- Administration of On-Line-Rostering-System (OLRS) accounts;
- Control rider, driver and shift controller deployment to ensure numbers on rotas meet operational needs;
- Ensure shift controllers are correctly trained and undertaking duties in an appropriate manner;
- Ensure appropriate communication methods are in place for riders, drivers and shift controllers; monitor and moderate as appropriate
- Where appropriate lead negotiations for the use of vehicle locations, recommend and liaise with the management of the such locations, making recommendations to the committee;
- Ensure systems are in place regarding safety and security of volunteers and equipment;
- Ensure appropriate systems are in place for collections and delivery of consignments.

In addition, the Rota Manager is responsible for the direction of and management of activities of the following Auxiliary Roles:

- Rota Assistants
- Uniform Coordinator
- Shadow Ride Coordinator
- Ride-along Coordinator
- Shift Controller Team Lead

- **Rider / Driver Training Officer**

The Rider/Driver Training Officer shall:

- Ensure all Northumbria Blood Bikes riders and drivers have the necessary skills and knowledge to undertake charity activity by;
  1. initial observed rides / drives;
  2. Annual reviews;
  3. Competence assessments as required, eg as a result of an incident or investigation
- Run regular training activities,
  1. Slow Riding Clinics;
  2. Blue Light Training
  3. Trailer Assessments.

## **Fleet Manager**

The fleet Manager shall:

- ensure sufficient appropriate vehicles are available to carry out the agreed roles of the charity;
- Recommend and implement plan for appropriate vehicle fleet, purchase, maintenance and disposal;
- Source and recommend vehicles for purchase, purchase as approved;
- Ensure vehicles are insured, taxed, MOT'd as appropriate;
- Source appropriate livery, tracker, blue lights etc and ensure applied;
- Minimise vehicle downtime;
- Establish communication system to ensure issues /faults are rapidly reported and addressed;
- Utilise volunteer and dealer / garage support as appropriate.
- Allocate vehicles to functions to meet agreed priorities

In addition, the Fleet Manager is responsible for the direction of and management of activities of the following Auxiliary Roles:

- Fleet Assistants

## Office Holders (Committee) – August 2017

**Chair:** Michael Thompson

Mike is an accomplished programme and project manager currently working for the national regulator of Health and Social Care in England. He has many years' experience leading both technical and business change initiatives in the public sector and with blue chip companies.

**Vice-Chair:** Graham Moor MBCS CITP

Database developer at CEM, Durham University, Member of the BCS and Chartered IT Professional, member of various BCS committees, Secretary, newsletter editor and car tutor for RoADAR (RoSPA Advanced Drivers and Riders) North East, car passed in IAM and RoADAR (gold) and bike with IAM and RoADAR (silver). Also governor (director) of a Secondary Academy in Gateshead.

**Treasurer:** Monty Burton

**Charity Secretary:** Brian Slassor

**Membership Officer:** Rob Wilks

**ICT Officer:** Alan Kinghorn

Have over 30 years I.T. experience in various fields, both industrial and in education: including 20 years teaching 2 & 3D CAD to students of all ages in education and to industry, centre co-ordinator/internal examiner for City & Guilds/OCR/BCS. Development experience includes .NET (C#), windows and client/server applications.

**Fundraising Officer:** Graham Moor

See Also Vice-Chair

**Hospital Liaison Officer:** Sean Storey

Joined the North East Ambulance Service in 2006 now working as a Hazardous Area Response Paramedic. Previously in the Royal Navy for 7 years and still serving for the Army Reserve (previously the Territorial Army) as a medic for a field hospital unit and has deployed twice to Afghanistan. Qualified in advanced and blue light driving for both ambulances and Rapid Response Vehicles as well as holding pass certificates with the IAM for car, HGV and bike.

**Publicity Officer:** Kirsty Lawrence

Community champion of a local branch of a national supermarket but also have a background in Graphic Design (Degree obtained in 2010).

**Rota Manager:** Steve Rawlings

**Rider / Driver Training Officer:** Geoff Spencer

Chief National Observer bike and car Masters holder IAM.

Diploma Tutor bike and car ROSPA.

**Fleet Manager:** Alan Johnson

## Office Holders (Auxiliary Roles) – August 2017

Reporting Assistants:	Abi Walsh, Barry Bullas, Stephanie Hoare
Banking Assistants:	Anne Wilkinson
RadioComms Assistant:	Ronnie Paton,
Content Assistants:	Gary Annan,
Rota Assistants:	Chris Mann, Suzi Hutchinson
Uniform Assistant:	Gary Annan
Fleet Assistants:	Paul Gilligan
Talks Coordinator:	Nigel Barlow
Events Coordinator:	Barry Bullas
Meetings Coordinator:	Heather Amar
Driving License Checks Assistant:	Andy Watson
Shift Controller Team Lead:	Debbie Paton
Ride-Along Coordinators:	Mervyn Hylton, Ronnie Paton
Shadow Ride Coordinator:	Ronnie Paton