



Committee Role Description Review: May 2015

All Committee members:

- Shall participate in the strategic planning and operational management of the group
- Are expected to promote the best interests of Northumbria Blood Bikes (NBB);
- Must declare any conflicts of interest or where they think there may be a possible conflict of interest;
- Should work together with other committee members in a proactive manner;
- Will attend relevant meetings wherever possible and apologise as far in advance as possible if unable to attend;
- Ensure the organisation complies with legislation;
- All Committee members have the same legal responsibilities as the notified Trustees, therefore having overall legal responsibility for the charity and must ensure that:
 - the charity pursues its objects or purposes, as set out in the constitution;
 - the assets are protected and used exclusively to pursue NBB's purposes;
 - NBB complies with the law as well as our constitution;
 - NBB remains solvent and is not exposed to undue risk;
 - 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"

Chair

- Encourage and facilitate 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 group;
- 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;
- Ensure that decisions are communicated and implemented properly;
- Act as spokesperson when required;



- Represent the organisation 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.

Current Office Holder: Peter Robertson (Trustee)

Retired. Previously worked in local government for 30+ years, 25+ as a manager with experience of H.R. management, finance, project management and coaching. Previously a Trustee of local CAB and youth housing charities. Degree level qualification plus Diplomas in accountancy & finance, careers guidance, leadership coaching and strategic management.

Vice Chair

- Carry out the functions of the Chair in the Chair's absence;
- Assist the Chair in the carrying out of his / her functions;
- Monitor the implementation of decisions
- Act as spokesperson / Represent the organisation as required
- Assist in preparation & co-ordination of resources for admin & publicity

Current Office Holder: Alan Ross (Trustee)

Corporate Information Services Controller for Nissan Manufacturing UK. Previously worked in IT for 15 years, with a history of project management, software development and requirements analysis. Qualified in a broad range of information processing and development technologies.

Treasurer

- Maintain an overview of the organisation's affairs;
- Ensure financial viability;
- Ensure that proper financial records and procedures are maintained;
- Operate the day-to-day finances;
- Ensure the organisation applies its resources exclusively in pursuance of its objects;
- Ensure the financial stability of the organisation;
- Protect and manage the property of NBB and to ensure the proper investment of the funds;
- Oversee the approval and presenting of budgets, accounts and financial statements;
- Ensure that the financial resources of the organisation meet present and future needs and achieve annual targets;
- Ensure an appropriate reserves policy;
- The preparation and presentation of financial reports to the Committee;
- Ensure that the accounts are prepared and disclosed in the form required;
- Liaise with and provide appropriate information to the independent reviewer / auditor;
- Keep the Committee informed about its financial duties and responsibilities.

Current Office Holder: Richard Scholfield (Trustee)



Works in IT for Virgin Money. Professional member of the British Computer Society.

Secretary

- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objects as defined in its governing document
- Ensure the effective and efficient administration of the organisation.
- Ensure that equipment and assets are adequately maintained and insured
- 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 the correct appointment of 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 trustees;
- 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;
- Receive correspondence and act promptly on information received;
- Ensure compliance under contractual arrangements.

Current Office Holder: Sue Harris

Membership

- Develop an active, broad based membership;
- Keep up-to-date records of membership;
- Encourage members to join;
- Facilitate them to utilise their skills and experience for NBB;
- Investigate alleged irregularities by members as requested by Chair (or Vice Chair acting on the Chair's behalf) and provide timely reports;
- Organise communication with members to ensure they are aware of progress / activities;
- Act as an advocate of members and of their interests;
- 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;
- 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 On-Line-Rostering-System (OLRS) accounts;
 3. Administration of the Facebook Group, Facebook Committee 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.

Current Office Holder: Barry Bullas MBCS

Joined the civil service in 1996. Currently a senior software developer in Her Majesty's Revenue and Customs. Proven track record of successfully managing and delivering IT projects.

Professional member of the British Computing Society. IAM Advanced motorcyclist and editor of the Northumbria Advanced Motorcyclists (NAM) newsletter.

Fundraising

- 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.

Current Office Holder: 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.

Hospital / NHS

- 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.

Current Office Holder: 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.

Rota

- Maintain and develop a rota of volunteers with the required qualifications and experience to ride, drive OR act as controllers;
- Act as main point of contact / 'Service Level Agreement Manager' with outside bodies supporting the riding, driving or controlling roles;
- Control rider, driver and controller deployment to ensure numbers on rotas meet needs;
- Ensure controllers are correctly trained and undertaking duties in an appropriate manner;
- Ensure appropriate communication methods are in place for riders, drivers and 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 safety and security of volunteers and equipment;
- Ensure appropriate systems are in place for collections and delivery of consignments.
- Where appropriate delegate, with agreement duties to other committee members or charity members as necessary
- Ensure cover arrangements are in place in the event of eg illness or holidays

Current Office Holder: Chris Mitchell

Retired following 22 years working in the railway industry (British Rail, Railtrack, Network Rail), in a variety of roles, including Track Engineering, Health and Safety, Project Management, Vegetation and lineside outside party manager/engineer, Quality Systems Manager (ISO 9000/1/2, BS 5750). Degree level qualification, IOSH qualifications. Time served fitter, turner welder, working in the shipbuilding industry.. Former Kart and motorcycle racing experience (rarely won, never last)



Publicity

- Raise awareness of NBB and its work e.g. by:
 1. Giving talks to groups / schools;
 2. Developing members and other supporters 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
- Develop and maintain a stock of display materials

Current Office Holder: Owain Harris

Retired after 30 years in Northumbria Police, prior to that served in the merchant navy. Has valuable experience in planning and coordination, with communication and interpersonal skills being used on a daily basis. Holds pass certificates with the IAM for both cars and bikes, and completed standard police driving courses for both cars and vans. Has taken part in both national and international police navigational rallies.

ICT

Having regard for the group's strategy and plans will develop and maintain a strategy for Information and Communication Technologies to facilitate the group's objectives.

The ICT strategy shall cover the major requirements and developments to be achieved by the group (in ICT terms) over the next three, six, twelve and thirty six months and shall be updated quarterly for consideration by the executive committee of the group.

The ICT strategy will be published along with, or as part of, the group's business plans.

Will devise, develop and deploy ICT systems to assist the operation and administration of the group in accordance with the ICT strategy.

In line with the strategy, tools and techniques will be developed and deployed to assist the group, and the executive committee, in their operation.

Will maintain and administer the ICT systems used by the Group having regard for legal liabilities, social responsibility and business continuity and disaster planning.

Maintenance and Administration

Maintain the relationship with 5 quid host who are the ISP and web hosts for both the live and Production environment and any system outages are managed by the ICT officer in conjunction with 5QH.

Maintain the relationship with 123-hosts.co.uk who are our domain registrar for northumbriabloodbikes.org.uk and northumbriabloodbikes.uk



ICT officer is the principal contact with Google for operation of our Google Apps account.

ICT officer is the administrator for our Google Apps account and the maintenance of the user lists there, which is significant as our email is hosted by the Google Mail service and as a result of the Google Mail accounts we are using Google Drive as a file store.

ICT is the principal contact with Microsoft for operation of our Microsoft SharePoint for Non-Profits Google account.

ICT officer is the administrator for our Microsoft for Non-Profits account and the maintenance of the user lists there, including those who have opted to subscribe to increased service levels.

- Develop and manage NBB website with the active involvement of other Committee members, to include:
 - Public website;
 - Forum;
- Develop and manage management and support systems to include:
 - Rota system including rider and controller deployment;
 - Volunteer skills and experience logging;
 - Contacts.
- Advise and support other committee members on IT matters including formatting and presentation.

Current Office Holder: Michael Thompson

Project Manager specialising in IT infrastructure and business change projects, currently working with an NHS trust in the North East.

Rider / Driver Training

- Ensure all Northumbria Blood Bikes riders and drivers have the necessary skills and knowledge to undertake activity by;
 1. initial observed rides / drives;
 2. Annual reviews;
- Run regular training activities, e.g. slow riding clinics; .

Current Office Holder: Geoff Spencer Chief National Observer bike and car Masters holder IAM.

Diploma Tutor bike and Car ROSPA.

Vehicles

Overall: ensure sufficient appropriate vehicles are available to carry out the agreed roles of the group:

- 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