



Type: Role Descriptions	Northumbria Blood Bikes: Committee Role Description		
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Approved:	Dec 2019	By:	Executive Committee
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#### **A. Why do we need this Role Descriptions**

This document sets out the roles and responsibilities of the executive committee.

#### **B. Who is responsible for this Role Descriptions**

The Vice-Chair is responsible for the maintenance of this document.

The Executive Committee is responsible for approving the Role Descriptions.

All members of NBB should be familiar with the information of the Committee Role Descriptions.

#### **C. When will this Role Descriptions be reviewed**

The Role Descriptions will be reviewed a maximum of one year following its approval.

#### **D. How will changes be notified**

The latest version of the Committee Role Descriptions will be made available via the members' library on the group website. New versions will be announced via email to all members and the executive committee.

## **1. All Committee Members**

**1.1.** Shall participate in the strategic planning and operational management of the charity.

**1.2.** Shall promote the best interests of Northumbria Blood Bikes (NBB).

**1.3.** Must declare any conflicts of interest where they exist or where they could be construed to exist.

**1.4.** Shall work together with other committee members in a proactive manner.

**1.5.** Shall attend relevant meetings wherever possible and apologise as far in advance as possible if unable to attend

**1.6.** Ensure the charity complies with legislation

**1.7.** 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 always act 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.

**1.8.** Ensure adequate cover arrangements are in place in the event of absence, eg illness or holidays

## **2. Chair**

### **2.1. The Chair of the charity shall**

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

### **2.2. In addition, the Chair is responsible for the direction of and management of activities of the following Auxiliary Roles**

- AUX1101 Reporting Assistant.
- AUX1103 Policy Assistant.

### **3. Vice Chair**

**3.1.** The Vice Chair of the charity shall

**3.1.1.** Carry out the functions of the Chair in the temporary absence of the Chair.

**3.1.2.** Assist the Chair in the carrying out of his / her functions.

**3.1.3.** Monitor the implementation of decisions.

**3.1.4.** Establish and monitor systems and processes for the operation of the charity.

**3.1.5.** Act as spokesperson when required.

**3.1.6.** Represent the charity at public gatherings when asked.

**3.1.7.** Assist in preparation & co-ordination of resources for admin & publicity.

**3.2.** In addition, the Vice Chair is responsible for the direction of and management of activities of the following Auxiliary Roles

- AUX4401 Radio Comms Assistants.

## **4. Treasurer**

### **4.1. The Treasurer of the charity shall**

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

### **4.2. Specifically, they will**

- 4.2.1.** Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation
  - 4.2.2.** Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
  - 4.2.3.** Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
  - 4.2.4.** Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
  - 4.2.5.** Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.
    - Cheque signatories
    - Purchasing limits
    - Others as appropriate
  - 4.2.6.** Appraise the financial viability of plans, proposals and feasibility studies.
  - 4.2.7.** Advise on appointing and liaising with auditors/an independent examiner.
  - 4.2.8.** Undertake bookkeeping duties and/or oversee the finance volunteer ensuring posting and bookkeeping is kept up to date.
- 4.3.** In addition, the Treasurer is responsible for the direction of and management of activities of the following Auxiliary Roles
- AUX4301 Banking Assistants.

## **5. Charity Secretary**

**5.1.** The Charity Secretary of the charity shall

**5.1.1.** Ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.

**5.1.2.** Ensure that the charity pursues its objects as defined in its governing document.

**5.1.3.** Ensure the effective and efficient administration of the charity.

**5.1.4.** 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.

**5.1.5.** Ensure that meetings are called and recorded especially the AGM.

**5.1.6.** Prepare agendas.

**5.1.7.** Make practical arrangements such as booking rooms.

**5.1.8.** Check that a quorum is present.

**5.1.9.** Minute the meetings and circulate draft minutes.

**5.1.10.** Ensure that equipment and assets are adequately catalogued, maintained and insured.

**5.1.11.** Organise a selection procedure in the event of resignation / removal of a committee member / trustee.

**5.1.12.** 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.

**5.1.13.** Organise the induction of new committee / trustees.

**5.1.14.** Receive correspondence and act promptly on information received.

**5.1.15.** Ensure compliance under contractual arrangements.

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

- AUX4201 Website Library Coordinator.
- AUX4202 Meetings Coordinator.

## **6. Membership Secretary**

**6.1.** The Membership Secretary of the charity shall

**6.1.1.** Develop an active, broad based membership.

**6.1.2.** Keep up-to-date records of membership.

**6.1.3.** Encourage members to join.

**6.1.4.** Facilitate members to use their skills and experience for the benefit of NBB.

**6.1.5.** 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.

**6.1.6.** Organise communication with members to ensure they are aware of progress / activities.

**6.1.7.** Act as an advocate of members and of their interests.

**6.1.8.** Ensuring all new riders/drivers undertake a familiarisation ride-along with a competent person.

**6.1.9.** Ensuring all new (or at address change) riders have a garage check completed.

**6.1.10.** Ensuring that the below is carried out so that when someone joins, they have access to the Website and Forum,

- Administration of website and forum user accounts,
- Administration of the Facebook Group,
- Welcome emails are sent out without delay,
- The Facebook members group is only open to members.
- The member's presence on the OLR system is up to date

**6.2.** In addition, the Membership Secretary is responsible for the direction of and management of activities of the following Auxiliary Roles

- AUX4102 Driving License Checks Assistant.

## **7. Fundraising Officer**

**7.1.** The Fundraising Officer of the charity shall

**7.1.1.** Motivate and facilitate supporters to maximise the funds they raise.

**7.1.2.** Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters.

**7.1.3.** Organise activities, such as sponsored outdoor events and collections of money.

**7.1.4.** Develop new and imaginative fundraising activities.

**7.1.5.** Develop and coordinate web-based fundraising and e.g. online auctions and merchandise sales.

**7.1.6.** Increasing funds by researching and targeting charitable trusts whose criteria match NBB's aims and activities.

**7.1.7.** Write applications and mailshots to reach a wide range of potential and current donors.

**7.2.** In addition, the Fundraising officer is responsible for the direction of and management of activities of the following Auxiliary Roles

- AUX3101 Event Equipment Manager.
- AUX3102 Event Coordinators.



## **8. Hospital/NHS Liaison Officer**

**8.1.** The Hospital/NHS Liaison Officer of the charity shall

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

## **9. Rota Manager**

**9.1.** The Rota Manager of the charity shall

**9.1.1.** Maintain and develop a rota of volunteers with the required qualifications and experience to ride, drive or act as shift controllers.

**9.1.2.** Supporting the riding, driving or controlling roles; Ordering and issuing of uniform.

**9.1.3.** Administration of NEAS keys (Issuing, recording, liaising with NEAS).

**9.1.4.** Production of ID Cards.

**9.1.5.** Performing 'right to work' checks in line with Home Office guidance.

**9.1.6.** Administration of On-Line-Rostering-System (OLRS) accounts.

**9.1.7.** Control rider, driver and shift controller deployment to ensure numbers on rotas meet operational needs.

**9.1.8.** Ensure shift controllers are correctly trained and undertaking duties in an appropriate manner.

**9.1.9.** Ensure appropriate communication methods are in place for riders, drivers and shift controllers; monitor and moderate as appropriate.

**9.1.10.** 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.

**9.1.11.** Ensure systems are in place regarding safety and security of volunteers and equipment.

**9.1.12.** Ensure appropriate systems are in place for collections and delivery of consignments.

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

- AUX2101 Rota Assistants
- AUX2104 Uniform Assistant

## **10. Publicity Officer**

**10.1.** The Publicity Officer of the charity shall

**10.1.1.** Raise awareness of NBB and its work. Activities will include but are not limited by,

- Arranging the giving talks to groups / schools,
- Developing members to be able to deliver talks themselves,
- Seeking media opportunities,
- Developing and disseminating appropriate communication materials (leaflets, presentations, displays etc),
- Providing information to be used on NBB's own promotional areas e.g. on the website
- Promoting NBB via its social media channels, Facebook public page, Twitter account and Flickr account,
- Promoting NBB via a regular newsletter.

**10.1.2.** Develop and maintain a stock of display materials.

**10.1.3.** Advertising of volunteering roles to the public – recruitment of volunteers.

**10.1.4.** Work closely with the Fundraising Officer when booking events.

**10.1.5.** Building and maintaining relationships with sponsors and supporters

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

- AUX3201 Talks Coordinator,
- AUX3202 Speakers,
- AUX3203 Newsletter Editor,
- AUX3204 Young People's Engagement Coordinator,

## **11. ICT Officer**

**11.1.** The ICT Officer of the charity shall

**11.1.1.** 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.

**11.1.2.** Devise, develop or acquire and deploy ICT systems to assist the operation and administration of the charity in accordance with the ICT strategy.

**11.1.3.** Maintain and administer the ICT systems used by the Charity having regard for legal liabilities, social responsibility and business continuity and disaster planning.

**11.1.4.** Act as the Data Protection Officer (DPO) ensuring that

- All Personal Identifiable Data by design is secure
- Privacy statements are kept up to date
- Any subject access requests (SAR's) are handled inline with the GDPR guidelines

## 12. Training Officer

**12.1.** The Training Officer of the charity shall

**12.1.1.** Ensure that training programmes for members to qualify for duty in the various NBB roles are devised, monitored and revised. This is to include, where appropriate,

- Workshop sessions such as
  - New member Induction
  - Controller Workshops
  - Fundraising Workshops
  - Blue Light Training
  - Trailer Assessments
- Self-paced training such as
  - Blood box handling
  - OLRs tutorials
  - OARS tutorials

**12.1.2.** Update members, via face to face or how to guides, of any procedural change.

**12.1.3.** Ensure that any published training material and training programs are kept up to date, reflecting any procedural changes as and when required.

**12.1.4.** Ensure all Northumbria Blood Bikes riders and drivers have the necessary skills and knowledge to undertake charity activity by;

- Ensuring the initial observed rides / drives have been completed.
- Ensure that annual assessments are kept up to date.
- Arrange competence assessments as required, eg because of an incident or investigation.

**12.1.5.** Ensure that all Northumbria Blood Bikes Controllers have the necessary skills and knowledge to undertake charity activity by

- Ensuring that the initial training is completed.
- Ensure that the Controller is fit to start independent active duty.
- Ensure that each Controller is equipped for the role by retraining as necessary.

**12.1.6.** Devise other training material as deemed necessary

**12.2.** In addition, the Training Officer is responsible for the direction of and management of activities of the following Auxiliary Roles

- AUX2301 Rider and Driver Assessor,
- AUX2102 Shift Controller Team Lead,

- AUX2103 Shift Controller Assistants,
- AUX2105 Familiarisation Assistant,
- AUX2106 Shadow Ride Coordinator,
- AUX2107 Shadow Rider or Driver,

## **13. Fleet Manager**

**13.1.** The Fleet Manager of the charity shall

**13.1.1.** Ensure sufficient appropriate vehicles are available to carry out the agreed roles of the charity.

**13.1.2.** Recommend and implement plan for appropriate vehicle fleet, purchase, maintenance and disposal.

**13.1.3.** Source and recommend vehicles for purchase, purchase as approved.

**13.1.4.** Ensure vehicles are insured, taxed, MOT'd as appropriate.

**13.1.5.** Source appropriate livery, tracker, blue lights etc and ensure applied.

**13.1.6.** Establish communication system to ensure issues /faults are rapidly reported and addressed.

**13.1.7.** Utilise volunteer and dealer / garage support as appropriate.

**13.1.8.** Allocate vehicles to functions to meet agreed priorities.

**13.1.9.** Analysis of fuel usage and monthly spending.

**13.1.10.** Monitor and analyse service and repair costs.

**13.1.11.** Review insurance declarations and arrange insurance for riders and drivers.

**13.1.12.** Plan vehicle maintenance to minimise operational outages.

**13.1.13.** Negotiations with local garages and suppliers on any fleet requirements.

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

- AUX2201 Fleet Assistants,

## 14. Office Holders (Committee)

### 14.1. Chair: Graham Moor

- Graham works full time in the NHS as a Data Manager, working with NHS bodies around the country. He has many years of experience inside and outside the NHS. Graham has been with the charity since 2013 in the role of Fundraising Officer and has been successful in that role. Graham is also national marketing lead for the Nationwide Association of Blood Bikes. Car and bike tutor for RoADAR (RoSPA Advanced Drivers and Riders) North East, car passed in IAM and RoADAR (gold) and bike with IAM and RoADAR (silver).

### 14.2. Vice Chair: Ronnie Paton

- Technical Operations Manager for a telecoms company, managing a team of Engineers responsible pre-sales, design, implementation and support of all business communications solutions. Ex Armed Forces with operational tours in the 1<sup>st</sup> Gulf war, Northern Ireland and Bosnia to name a few. Active rider, driver and controller since August 2015 and proud to be the first (and at time of writing this, only) rider to have a Red Gold Recognition Badge for completing over 200 shifts (over 350 now and keeps going up).

### 14.3. Treasurer: Julian Brown

### 14.4. Charity Secretary: Gary Annan

### 14.5. Membership Officer: Ken Tait

### 14.6. Fundraising Officer: Laura Taylor

### 14.7. Hospital/NHS 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.

### 14.8. Rota Manager: Chris Mann

### 14.9. Publicity Officer: Kirsty Lawrence

- Kirsty has a background in Graphic Design, (degree obtained in 2010), and has previously worked as a Community Champion in a local branch of a national supermarket. In that job role she gained lots of experience in working with charities and fundraising. Now she works for a local Police Force as a PCSO. Kirsty joined the charity in 2014 whilst her mother was undergoing treatment for cancer as she wanted to give something back to the NHS. Initially she joined as a fundraiser and controller before taking on the role of Publicity Officer where she has been successful in raising awareness of the charity. Kirsty has ran as part of our GNR team for 4 years raising over £8,000, dressed as a blood bike, met Mo Farrah and was interviewed for the BBC covered of the event. Kirsty works closely with the Fundraising Officer sharing her knowledge and assisting with event management.



**14.10. 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.

**14.11. Training Officer:** Stephen Winn

**14.12. Fleet Manager:** Alan Johnson.

## 15. Office Holders (Auxiliary Roles)

<b>15.1. AUX1101 Reporting Assistants</b>	Abi Walsh, Barry Bullas, Stephanie Hoare
<b>15.2. AUX1103 Policy Assistant</b>	Vacant
<b>15.3. AUX2101 Rota Assistants</b>	Michael Redpath
<b>15.4. AUX2102 Shift Controller Team Lead</b>	Jeff Ormston
<b>15.5. AUX2103 Shift Controller Assistants</b>	Paul Simmons, Joe Parkin, Paul Curran
<b>15.6. AUX2104 Uniform Assistants</b>	Alan Johnston
<b>15.7. AUX2105 Familiarisation Assistants</b>	Mervyn Hilton, Ronnie Paton
<b>15.8. AUX2106 Shadow Ride Coordinator</b>	Frank Soulsby
<b>15.9. AUX2107 Shadow Rider or Driver</b>	Ronnie Paton, Chris Tolley, Jason Cooper, Alan Johnston, Frank Soulsby, Chris Mann
<b>15.10. AUX2201 Fleet Assistants</b>	Paul Gilligan, Harry Snee, Jason Cooper
<b>15.11. AUX2301 Rider/Driver Assessor</b>	Ken Tait, Andy Watson, Alan Johnson, Peter McEwen, Mike Briant
<b>15.12. AUX3101 Event Equipment Manager</b>	Alan Johnston
<b>15.13. AUX3102 Events Coordinators</b>	Vacant
<b>15.14. AUX3201 Talks Coordinator</b>	Nigel Barlow, Steve Tulloch
<b>15.15. AUX3202 Speakers</b>	Alan Bragg, Gary Loader, Graeme Mitchell, Ian Muirhead, John Watts, Ken Tait, Michael Thompson, Carol Nelson, Nigel Barlow, Peter Robertson, Steve Tulloch, Brian Slassor,
<b>15.16. AUX3203 Newsletter Editor</b>	Vacant
<b>15.17. AUX3204 Yong Peoples Engagement Coordinator</b>	Richard Marshall
<b>15.18. AUX4102 Driving Licence Checks Assistant</b>	Andy Watson
<b>15.19. AUX4201 Website Library Coordinator</b>	Jo Moor
<b>15.20. AUX4202 Meeting Coordinator</b>	Heather Amar
<b>15.21. AUX4301 Banking Assistants</b>	Jo Moor, Denise Thompson, Doreen Lawrence
<b>15.22. AUX4401 Radio Comms Assistant</b>	William Deacon, Colin Washington

**Northumbria Blood Bikes:  
Committee Role Description**

**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
Oct 2019	3.0	Ronnie Paton	Rewrite of existing document
Oct 2019	3.1	Ronnie Paton	Minor typing corrections
Dec 2019	3.2	Ronnie Paton	Added section 11.1.4