



| Type: guide | Northumbria Blood Bikes: Auxiliary Role Description - Policy Assistant | | |
|----------------|---|---------|---------------------|
| Owner: | Chair | Author: | Ronnie Paton |
| Approved: | 19 th Oct 2020 | By: | Executive Committee |
| Doc Ref | AUX1103 | Version | 1.0 |

A. Why do we need this guide

This document sets out the roles and responsibilities of an Policy Assistant.

B. Who is responsible for this guide

The Chair of the group is responsible for the maintenance of this guide.

The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Policy Assistant role should be familiar with the information in this guide.

C. When will this guide be reviewed

The guide will be reviewed a maximum of two years following its approval.

D. How will changes be notified

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Policy Assistant role.

1. Aims of the Role

- 1.1.** The Policy Assistant will assist the Chair in ensuring that all policies and procedures are created and reviewed in line with NBB templates.

2. Who does this role report to

- 2.1.** The Policy Assistant reports to the Chair.
- 2.2.** The Policy Assistant will need to liaise with other members of the committee as deemed necessary to carry out the role effectively.

3. Responsibilities and Duties of the role

- 3.1.** The Policy Assistant will

- 3.1.1.** Aid any committee member in the creating of any new policy or procedure.

- It is not the responsibility of the Policy Assistant to write any new policy or procedure this task is the responsibility of the committee role.

- 3.1.2.** Conduct reviews of any documents held within the NBB library in accordance with their review date.

- 3.1.3.** Verify with the owner of the document if any changes are required to the document.

- 3.1.4.** Work with the document owner to update the document, updating the Version control information with details of the change/s.

- 3.1.5.** If no changes are required, verified with document owner, mark the document as reviewed updating the Version control information and resetting the review date in the NBB library.

- 3.1.6.** Ensure handbook entries of new documents do not clash with existing documentation.

- 3.1.7.** Ensure any new documents are approved by the committee before uploading to the library

- 3.1.8.** Ensure that any reviewed documentation is approved in accordance with the change completed.

4. IT System Requirements

- 4.1.** This role requires additional access to ICT systems beyond those of a normal member

- 4.1.1.** Additional requirements for website access:

- This role requires access to modify library entries
- This role requires access to upload approved documentation to the library

- 4.1.2.** This role has additional requirements for Email access:

- This role requires a personal NBB email address

- 4.1.3.** Additional requirements for Slack:

- This role requires a Slack account
- This role does require access to any document review channel

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Version Control and History

| Date | Version | Author: | Reason for Change |
|-------------|----------------|----------------|--------------------------|
| 14/10/2020 | 1.0 | Ronnie Paton | First Version |
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