



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description - Meetings Coordinator		
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A. Why do we need this guide

This document sets out the roles and responsibilities of a Meetings Coordinator.

B. Who is responsible for this guide

The Charity Secretary 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 Meetings Coordinator 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 Meetings Coordinator role.

1. Aims of the Role

1.1. The Meetings Coordinator will assist the Charity Secretary to ensure the smooth and effective running of the committee's formal meetings and events.

2. Who does this role report to

2.1. The Meetings Coordinator reports to the Charity Secretary.

2.2. The Meetings Coordinator may need to liaise with the Chair, and any deputy who will chair a formal meeting of the committee or group, and all others with actions delegated by such meetings.

3. Responsibilities and Duties of the role

3.1. Committee Meetings

3.1.1. Location

- The Meetings Coordinator will ensure that suitable location is booked for committee meetings. As a minimum the date, time and location of the next committee meeting should be available at the preceding meeting.
- The Meetings Coordinator will ensure that location and time of the committee meeting is entered into the NBB Website calendar.

3.1.2. Agenda

- The Meetings Coordinator will ensure that an agenda, including details of the meeting location, and any associated papers are distributed to all attendees a minimum of two days before the meeting.

3.1.3. Minutes of Previous Meetings

- The Meetings Coordinator will bring to the meeting hard copies of any approved minutes of previous meetings for wet signature by the chair and archiving in the minute book.
- Once Errors and Omissions to previous minutes have been corrected following review at a subsequent meeting the Meetings Coordinator will add the corrected minutes to the website members' library

3.1.4. Minutes of meetings

- The Meetings Coordinator will take such notes as necessary to produce minutes of the meeting.
- Draft minutes of the meeting will be circulated to all committee members as soon as reasonably possible following the meeting. Committee members will feed back to the Meetings Coordinator any errors or omissions in the minutes.
- Draft minutes will be presented for discussion / approval at the next committee meeting. If the minutes are approved without further revision the Meetings Coordinator will add the minutes to the website members' library.

3.1.5. Action List

- The Meetings Coordinator will maintain a list of actions arising from the meetings and will distribute the list with the minutes.
- Committee Members will feed back any progress on action items to the Meetings Coordinator for reporting at subsequent meetings until the action is discharged.

3.2. Annual (and Extraordinary) General Meetings

3.2.1. Location

- The Meetings Coordinator will ensure that suitable location is booked for general meetings.
- The Meetings Coordinator will ensure that location and time of the general meeting is entered into the NBB Website calendar.

3.2.2. Agenda

- The Meetings Coordinator will ensure that an agenda, including details of the meeting location, and any associated papers are available to all group members a minimum of thirty days before the meeting.
- A draft Agenda will be prepared during the August committee meeting prior to the Annual General Meeting.
- Agenda for Extraordinary General Meetings will be prepared as required.

3.2.3. Minutes of Previous Meetings

- The Meetings Coordinator will bring to the meeting hard copies of any approved minutes of previous general meetings for wet signature by the chair and archiving in the minute book.
- Once Errors and Omissions to previous minutes have been corrected following review at a subsequent open meeting the Meetings Coordinator will add the corrected minutes to the website members' library

3.2.4. Minutes of meetings

- The Meetings Coordinator will take such notes as necessary to produce minutes of the open meeting.
- Draft minutes of the open meeting will be circulated to all committee members as soon as reasonably possible following the meeting. Committee members will feed back to the Meetings Coordinator any errors or omissions in the minutes.
- Draft minutes will be added to the website members' library.

3.2.5. Action List

- The Meetings Coordinator distribute a list of actions arising from the open meeting to the committee members.

3.3. Members' Open Meetings

3.3.1. Location

- The Meetings Coordinator will ensure that suitable location is booked for open meetings.
- The Meetings Coordinator will ensure that location and time of the open meeting is entered into the NBB Website calendar.

3.3.2. Agenda

- The Meetings Coordinator will ensure that an agenda, including details of the meeting location, and any associated papers are distributed to all committee members a minimum of two days before the meeting.
- A draft Agenda will be prepared during the committee meeting prior to the Open Meeting.

3.3.3. Minutes of Previous Meetings

- The Meetings Coordinator will bring to the meeting hard copies of any approved minutes of previous meetings for wet signature by the chair and archiving in the minute book.
- Once Errors and Omissions to previous minutes have been corrected following review at a subsequent open meeting the Meetings Coordinator will add the corrected minutes to the website members' library

3.3.4. Minutes of meetings

- The Meetings Coordinator will take such notes as necessary to produce minutes of the open meeting.
- Draft minutes of the open meeting will be circulated to all committee members as soon as reasonably possible following the meeting. Committee members will feed back to the Meetings Coordinator any errors or omissions in the minutes.
- Draft minutes will be added to the website members' library.

3.3.5. Action List

- The Meetings Coordinator distribute a list of actions arising from the open meeting to the committee members.

- 3.4.** The Meetings Coordinator will not be responsible for providing hard copies of documentation for reference at meetings, this is the responsibility of the respective committee members

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 does not require access to the Mail to All facility.
- This role does need to create website pages.
 - The Meetings Coordinator will be responsible for creating library items: minutes of meetings.
 - The Meetings Coordinator will be responsible for maintaining calendar entries for committee and group meetings.

4.1.2. Additional requirements for OLRs access:

- This role does not require access to the OLRs.

4.1.3. This role has Additional requirements for Email access:

- This role does not require a personal NBB email address
- This role does require a role-based email address – meetings@northumbriabloodbikes.org.uk
- This role does not require access to an email group

**Northumbria Blood Bikes:
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Version Control and History

Date	Version	Author:	Reason For Change
Oct 2016	1.0	Mike Thompson	First Version
Dec 2019	1.0	Ronnie Paton	Document review