

## Committee Roles

### CHAIRPERSON

This person is firm but fair, a good team worker!

- Starts the meeting
- Manages the meeting
- Gives everyone a chance to talk
- Listens
- Keeps everyone focused on the agenda
- Assigns tasks
- Ends the meeting

### SECRETARY

This person is super organised!

- Takes the minutes and collects names
- Sends letters and emails
- Makes phone calls
- Books rooms
- General organisation duties

### TREASURER

This person is honest and good at managing money!

- Keeps a record of the money coming in and going out
- Sets a budget
- Keeps the committee informed about the budget



### PUBLIC RELATIONS OFFICER

This person is brilliant at marketing and social media!

- Gets the news about your group 'out there'
- Writes press releases
- Gets the news on social media
- Manages your social media pages

### ORDINARY MEMBERS

These people are team-workers, they make things happen

- Go to meetings
- Speak and listen to others
- Think of good ideas and help to carry them out