



# COMMITTEE ROLES

The Region Committee shall normally consist of the following, but it can be varied to suit a particular region's requirements. The four Officer posts (Chair, Vice Chair, Hon Secretary and Hon Treasurer) are mandatory but the other roles have more flexibility and can be varied by agreement and all shall be elected at the Region's Annual Meeting.

The Officers and other members of the Region Committee must be elected by in accordance with the Rules for Regions.

All roles within the regional committee are voluntary.

## Officers

Role	Description
<b>Chair</b>	<p>The Chair</p> <ul style="list-style-type: none"> <li>• is responsible for the conduct and supervision of all activities of the Region</li> <li>• is expected to preside at all meetings of the Region and of the Region Committee</li> <li>• or another nominee, represents the Region at CIBSE Headquarters</li> <li>• is an ex-officio member of the Regional Liaison Committee and CIBSE Council.</li> <li>• must represent the views of his/ her members and Committee as he/she understands them</li> <li>• or other nominee, must keep the Region Committee and members of the Region informed about the discussions and decisions of Council and the Regional Liaison Committee, except where these are confidential.</li> </ul> <p>Promptly after being elected, the Chair, in consultation with the other elected officers, should arrange the first meeting of the Regional Committee. At this first meeting, the special duty roles shall be agreed and assigned to committee members.</p> <p>Although Committee Members have assigned duties, it is the responsibility of the Chair to correlate and supervise these activities, to ensure that all meetings start and end on time and that scheduled events are accomplished. At the Annual General Meeting, the Chair must present a report on the work of the year and the condition of the Region.</p> <p><b>But most important of all, the Chair is responsible for engendering enthusiastic support for the Region's activities.</b></p>
<b>Vice Chair</b>	<p>The Vice Chair supports the Chair and takes over the Chair in the event that it becomes temporarily or permanently vacant. The Vice Chair is also a member of the Region Committee, assuming any special duties assigned by the Region Chair or Committee.</p>
<b>Honorary Secretary</b>	<p>The Hon Secretary has the following responsibilities although individual items can be delegated:</p> <ul style="list-style-type: none"> <li>• Prepare agendas for all meetings of the Region Committee</li> <li>• Act as secretary for the business part of each Region Meeting and for the Region Committee.</li> <li>• Keep all Region records</li> <li>• In conjunction with the Chair, liaise between the Region and CIBSE headquarters</li> <li>• Advise the Chair on procedures for meetings, votes, motions, application of the rules etc.</li> <li>• Send minutes of Region Committee Meetings to Institution headquarters</li> <li>• Ensure that headquarters has up-to-date information on Region events</li> <li>• Act for the Region Committee in keeping track of all the property of the Region</li> <li>• Liaise with the Publicity/IT Champion for the mailing or e-mailing of meeting notices</li> <li>• Notify Officers, nominated candidates and members, of their selection, nomination or appointment</li> </ul>
<b>Honorary Treasurer</b>	<p>The Hon Treasurer is responsible for:</p> <ul style="list-style-type: none"> <li>• The receipt, safe keeping and disbursement of Region funds as authorised by the Region Committee</li> <li>• Keeping adequate records of finances</li> </ul>

- Keeping Region expenditure in line with budget
- Advising Region Committee on preparation of budgets
- Submitting applications for funding and supplementary information to CIBSE Headquarters
- Submitting annual returns to Headquarters, and providing any necessary additional information requested
- Keeping the Region Committee informed of the financial condition of the Region
- Preparation of a Financial Report annually and submission of that report to the Region Annual General Meeting, with a copy to the Head of Finance at Headquarters.

## Ordinary members

Role	Description
<b>Meeting &amp; Events Organiser</b>	<p>This role is often shared with the main duties being to organise a schedule of technical meetings and events. This role can be carried out by one person but, ideally, each committee member should be encouraged to organise at least one technical event within each sessional programme.</p> <p>These duties should include:</p> <ul style="list-style-type: none"> <li>• Ensure that all arrangements have been made at the venue for technical meetings and other events and that IT equipment is in place and working and that the meeting is effectively signposted</li> <li>• Obtain and review biographies of speakers, prominent guests and Officers who may attend Region meetings as a basis for preparing publicity</li> <li>• If the chair has not arrived, welcome speakers. Ensure that they are familiar with the agenda for the evening, the IT equipment etc. Introduce them if necessary to the chair of the meeting</li> <li>• Greet all members and visitors</li> <li>• Administer the Attendance Register</li> <li>• At the end of the meeting issue CPD certificates to those attending (templates available from HQ)</li> </ul>
<b>Education &amp; Careers Champion</b>	<p>These duties should include:</p> <ul style="list-style-type: none"> <li>• Act as liaison between the Region and local educational institutions</li> <li>• Set-up and run scholarships and other student incentive awards</li> <li>• Promote student membership, in co-operation with the Membership Champion</li> <li>• Encourage schools in the Region area to promote careers in building services engineering</li> <li>• Encourage regional participation as visiting lecturers to colleges and schools</li> <li>• Encourage members to provide high quality work experience and vacation jobs for students</li> </ul>
<b>Membership Champion</b>	<p>These duties should include:</p> <ul style="list-style-type: none"> <li>• Attract qualified new members who will take an active part in the affairs of the Institution, both locally and at Headquarters level</li> <li>• Broaden the type of membership to include all grades of eligible members from all sectors of industry concerned with building services engineering</li> <li>• Encourage advancement to higher grades of membership where candidates qualifications meet the specified requirements</li> <li>• Organise and execute membership drives</li> <li>• Maintain up-to-date knowledge of membership requirements and procedures</li> <li>• Liaise with HQ on recent membership initiatives and materials</li> </ul>
<b>Webmaster &amp; Publicity Coordinator</b>	<p>These duties should include:</p> <ul style="list-style-type: none"> <li>• Liaise with the person organising a regional event to ensure that all information is available to members before the event</li> <li>• Maintain the Region webpage</li> <li>• Liaise with HQ's Web Manager</li> <li>• Be familiar with the web editing guide</li> <li>• Ensure all event details are submitted to HQ to be uploaded to webpage and circulated by email</li> <li>• Achieve publicity in the local press, radio and TV stations, industry publications and elsewhere on activities of the Region, and see that important meetings are publicised in the Institution Journal</li> </ul>

<b>Social Secretary</b>	<p>These duties should include:</p> <ul style="list-style-type: none"> <li>• Organising the region’s social activities</li> <li>• Liaise with the region’s Hon Treasurer to ensure correct accounting procedures are followed for social activities</li> <li>• Booking venues, speakers and entertainment for social events</li> <li>• Liaise with YEN to co-ordinate regional social events with YEN social events</li> </ul>
<b>SLL/Groups Rep</b>	<p>These duties should include:</p> <ul style="list-style-type: none"> <li>• Act as liaison between the Institution’s Societies/Groups and the regional committee</li> <li>• Provide information to members about the Societies/Groups, activities and technical meetings within the region</li> <li>• Answer regional members’ enquiries regarding membership of Societies/Groups</li> </ul>
<b>YEN/WiBSE Rep</b>	<p>These duties should include:</p> <ul style="list-style-type: none"> <li>• Co-ordination of YEN activities with the regional committee</li> <li>• Organising YEN events within the region</li> <li>• Booking venues, speakers etc., for technical seminars and social events and liaise with the main committee to ensure these events are publicised</li> </ul>
<b>Honorary Almoner</b>	<p>Historically, Regional Committees have appointed Honorary Almoners from amongst those members who have fulfilled their commitments as officers, and whom are able, without detriment to themselves or connections, to extend their involvement within the Region, in caring for those members, past members, and/or dependants, who are less fortunate and who are in need, within the compass of the limits set out by the Fund Trustees (Trustees). Full guidance for the Hon Almoner is available here: &lt;include link&gt;</p>
<b>Honorary Independent Examiner</b>	<p>External to the committee, each region should appoint an Honorary Independent Examiner. Their role is to independently examine the region’s financial return and end of year accounts in advance of the regional AGM. They should not be involved in the everyday activities of the committee.</p>