

## **East Midlands Keep Fit Association Committee Role Profiles**

Role profiles revised 10<sup>th</sup> April 2010

The following list details all the roles comprising the East Midlands Keep Fit Association Committee.

There are currently four positions which are due to be vacated and where we are looking for new volunteers to fill. These are:

### **Training Representative**

### **Membership Secretary**

### **Finance - Treasurer**

### **Membership Liaison Officer**

If you are interested in being considered for one of these roles please contact the Regional Chair or Secretary before the end of August 2010 either direct, through your local committee representatives or by using any of the KFA email addresses in "contact us" section on the web site.

Whilst we request no formal CV, a brief outline of any experience you may have or be able to bring to the role will be appreciated. These posts will be filled at the next East Midlands AGM in November 2010.

### **Standing terms for all positions**

- Postholders must be members of the KFA unless co-opted to provide specialist expertise.
- Term of office to be 3 years and then subject to re election

### **Chair**

- To drive forward the regional strategy of the East Midlands KFA
- To develop all policies in furtherance of the east midlands to increase members and teachers of the association
- To promote the regional KFA to external bodies increasing its profile in the wider fitness and dance market
- To manage, direct all regional activities, including regional meetings, and deliver annual report on the activity of the East Midlands KFA to the membership
- To act as a representative of the East Midlands KFA at both internal and external events to uphold the values and vision of the East Midlands KFA
- To ensure appropriate representation is available to national working groups as set up by the EMDP.

### **Secretary**

- To undertake administrative activities required to drive forward the work of the East Midlands KFA. Including administration duties in relation to events as agreed by the committee
- To deal with all written (including email) correspondence directed to the East Midlands KFA and sent from East Midlands KFA
- To keep all necessary records of meetings, particularly decisions, and ensure these are made available to members as required and kept for appropriate length of time.
- To accomplish membership notification of Annual general meetings and or any extraordinary general meetings as stipulated within the constitution.

## Vice Chair

- To support the chair in the accomplishment of their activities
- To substitute in the absence of the Chair at meetings or to act as formal representative of the East Midlands KFA
- The position of Vice Chair is appointed from within the committee structure following the appointment of the chair. It is anticipated, although not mandated, that the Vice Chair will succeed to the position of Chair at the end of the Chair's term of office.

## Finance - Treasurer

- To maintain accurate records and bring to account all funds generated by EMKFA
- To develop and maintain good financial controls by arranging appropriate mandates with the approval of the Committee and to this end ensure that when any activity is undertaken by a third party on behalf of EMKFA the same controls and reporting procedures are undertaken.
- To report regularly to the Executive Committee on the activity on the accounts and annually deliver a full report to the membership.
- To be responsible for researching and sourcing additional funding for the association.
- To liaise with the Training Committee to present a rolling budget annually for the Executive Committees' agreement, to cover a three year period.
- To regularly compare the actual figures with the agreed budget and update as necessary.
- To ensure planning for each event is costed and realistic and where financial procedures are delegated, to pass on relevant information.
- To ensure that the tasks given in the Treasurers' job description are carried out on the due dates.
- Ensure the distribution of funds is properly controlled by arranging appropriate mandates and developing good financial controls
- To keep all records for requisite length of time

## Publicity Officer

- To collect and distribute publicity information both internally in the region through to national and to wider media to raise profile of the KFA in the Regional Co-ordination Unit
- To oversee the development and continued existence of up to date web site for the east midlands KFA
- To work with training sub group to develop and deliver the strategy to publicise training courses and continuous profession development both internally and outside the organisation
- To retain a diary of events for continuous publicity
- To develop a library of photos, stories and testimonials for publicity use as required
- To work to increase the purchase of KFA merchandise in the East Midlands to promote income generation in the Region.
- To develop and deliver a regular news letter to the membership

## Training Representative

- To chair the training sub group
- To develop and deliver a plan to deliver KFA training course in the region
- To develop and deliver a plan to deliver continuous professional development in the region including access to mandatory training
- To develop and deliver a plan of continuous support to teachers throughout the region
- To develop procedures to maintain the quality of teachers and trainers in the region including maintenance of records on mandatory training
- To ensure communication packages to all teachers to keep them updated on all legislative insurance and procedural requirements
- To disseminate developments within training at national through to teachers and trainers in the region

## **Membership Secretary**

- To receive the lists of Members and Teachers sent from EMDP on a monthly basis and send to Local Management Committees lists of their own members.
- To check the lists, report any amendments to EMDP and keep a record of number of members generated by each teacher
- To check target membership figures provided by EMDP and discuss with Committee ways of communicating these to teachers.
- To compare numbers with previous year and ensure teachers are achieving targets.
- To report membership position to EM Executive committee at each meeting and liaise with the Chair regarding any action to be taken. To complete annual report to the membership.
- To check amount of the regional slice remitted by EMDP each year and check with Treasurer regarding its' receipt.
- To pay, in August, membership fees for all Regional and LMC Life Members and invoice LMCs appropriately. Keep EMDP updated with any amendments to this list.
- To liaise with EMDP on behalf of members in relation to registration
- To work with Finance representative to deliver the necessary management Information so the East Midlands committee can make decisions on target achievement and target setting.
- To keep all records for requisite length of time.

## **Compliance Officer**

- To take responsibility for the maintenance of all legal standards and national policies in relation to including child protection, insurance, health and safety, diversity in KFA activities including teachers activities and general events and be representative in the region for Youth Moves.

## **Member Liaison Officer**

- The MLO is the link between KFA/EMDP at national level and members at local level.
- The MLO is a conduit for the Member Liaison Director to filter information to and from the EMDP Members Group
- The MLO sources articles from their region for Media, to ensure it has a balanced editorial content
- The MLO supports teachers who may be having difficulty in converting participants to members
- The MLO is a pro active Officer who actively contacts other teachers in their area to identify successes, issues, problems etc and works to support, guide, help and access resources for the teachers to build up their membership base.
- The MLO will attend Regional Executive meetings and circulate any reports from the Member Liaison Director
- The MLO will give a report of regional activities at the "Blue Sky" meeting immediately prior to the NAGM and provide report back to the Regional Executive Committee.

## **Local Management Committee representatives (Two)**

- Appointed by LMCs, who will define their own terms of reference for their LMC Representatives
- The LMC (Local Management Committee) Representatives provide the link between the East Midlands Exec Committee and the Local Management Committee (Branch). e.g. In sharing communication; taking back decisions; feeding through requests and suggestions; negotiating and agreeing financing arrangements between the EM Exec and the branch; supplying volunteers for East Midlands Regional events from the branch and making recommendations for National representation.