



UKRG COMMITTEE

Job Descriptions

Document date: July 2018

General

Committee members are expected to attend and actively participate in committee meetings and events throughout the year. There are approximately 5-6 committee meetings and 4 events each year. All reasonable expenses for travelling to these meetings will be paid.

The aim is to have a handover (of all relevant roles) between Committees within four weeks following the AGM.

All Committee members must have their organisation's support to undertake the role and access to a computer from work and/or home to include all Microsoft office applications and email. Access to a printer is desirable.

Committee members are accountable to the membership and must give an annual report on all areas of their responsibility at the AGM.

In the event that Committee members are unable to fulfil their UKRG obligations, the Chair and/or Secretary must be contacted at the earliest opportunity to discuss how best to proceed.

All committee members should commit to the Committee Code of Conduct, which is included at the end of this document.

CHAIR

Purpose

The Chair is the principal representative of the Group. He/She has responsibility for upholding the principles of the Group and its objectives, forging a strategy, leading decisions, improving systems, developing relationships and being accountable to individual and corporate members.

The Chair is ultimately responsible for the good operational and financial organisation of the Group and for the maintenance of its professional integrity.

Main Duties:

- Set the agenda and chair meetings.
- Organise a meeting within four weeks of the AGM to formulate the Group's strategy for the following year
- Lead the decision making process consulting with the Committee where appropriate and to monitor the actions between committee meetings
- Ensure the financial sustainability of the Group
- Be the champion of the Group's visual identity and ensure that the visual identity guidelines are followed in all communications and representations of the Group
- Ensure the Group is kept abreast of developments in the sector
- Consult with the Group and act as its representative at events and at meetings of relevant registrarial interest
- Manage the Group's contribution to consultations initiated by the Government, funding bodies, agencies or other relevant institutions within the industry, as he/she sees appropriate
- Contribute to the e-bulletins and web site
- Mediate any Committee problems/issues.

Input from other committee members: The Chair will request the active participation of the Committee in all areas of responsibility, as appropriate, in order that the Group achieves its set objectives.

Other information:

Some travel (including international) required.

CORPORATE AND DEVELOPMENT OFFICER

Purpose

Serve as contact person for Corporate Members, keep current members happy and try to find new corporate members. To develop and implement a comprehensive range of marketing and communication activities to raise the profile of the UKRG nationally and internationally.

Main duties

- Liaise with Corporate Members on UKRG issues
- Represent Corporate Members and their interests on UKRG committee and vice versa
- Invite Corporate Members to events, ensure they receive the newsletter as appropriate and any other relevant information by making sure that the Membership Secretary, Events Secretaries etc. have an up to date list of Corporate Members and contact e-mails.
- Cultivate good relationships: this may involve responding to e-mail queries, or phonecalls, gathering feedback, asking them for contribution to events, ideas they would like the Corporate Officer to take to the Committee etc.
- Send out invoices for renewal of membership, and then, upon payment, receipts (they access the membership list via the UKRG website using their membership number and password). The payments are forwarded to the Treasurer for cashing.
- Liaise with Corporate Members at events
- Arrange one Corporate Members' meeting annually, for Corporate Members to have access to a forum of direct communication with the UKRG committee
- The development and implementation of a comprehensive range of marketing and communication activities to raise the profile of the UKRG nationally and internationally.

Input from other committee members:

Other information:

Essential:

- Access to email, as almost all communications between the Committee and with the Corporate Members are via email.
- Ability to attend the majority of committee meetings and events (crucial to attend AGM)

Difficulties:

Remember that there may be a conflict of interest with this post - as each of us will in one way or another have dealt with the Corporate Members in their professional capacity or be a potential client for one (or several) of the Corporate Members. Therefore it is important to keep UKRG things separate from work-things i.e. ensure that you make it very clear, whether you have your 'UKRG hat' on or your 'Registrar hat'. If you do this then there should be no problem.

EVENTS OFFICER (One of two posts)

Purpose

This busy role involves the planning and realisation of three UKRG conference events a year. There are two Events Officers who work together to identify the themes, secure the venues, organise speakers, plan catering and manage the budgets of UKRG events and support the CPD Officer with the planning of the annual CPD event.

Main duties

With one other Events Officer:

- With help of committee, formulate themes and ideas for events.
- Confirm budget for each event with Chair and Treasurer, and ensure the event and associated costs are managed accordingly.
- Scope out, cost and reserve an appropriate venue.
 - Approach committee members and UKRG members to secure venues for free or as cheaply as possible
 - Aim to hold at least one event per year outside London. If necessary, go on a site visit to ensure the venue is suitable
 - Liaise with events and catering staff at venue, confirm set up of room and required equipment.
 - Ensure caterers and venue staff have Treasurer's contact details for contracts / invoices.
 - Identify and approach potential speakers, discussing content of proposed talks to ensure coherence of day and to avoid duplication.
- Plan the event schedule
 - Prepare and provide a 'Save the Date' notice to the Web Editor, to circulate to members once the venue date and theme have been confirmed.
 - Collate the schedule for the event, ensuring that speakers are given suitable time-slots and the flow of the event is coherent.
 - Be the main point of contact for speakers and ensure that they:
 - Provide a title and short abstract for their talk
 - Have all the details of the theme and what members should get out of their talk
 - Provide a PowerPoint presentation well ahead of the event (if they are using one) or let you know if they need any equipment
 - Know how to claim expenses
 - Once the speakers are all confirmed, prepare the itinerary and event details to share with members and add to the website, agree RSVP deadline with Committee and include bursary application details in liaison with the Secretary. Provide to the Web Editor for circulation.
 - Finalise the schedule, including directions and joining instructions, no more than one week before the event, for circulation to delegates via the Web Editor.
- Manage the RSVPs
 - Identify the maximum number of delegates allocating space for committee, speakers, bursary winners and Corporate members (in conjunction with the Corporate and Development Officer who will ensure that corporate members are aware of event and number limits).
 - Respond to each email to confirm places
 - Put together the guest list and share with the Membership Secretary and the Corporate and Development Officer who will check that attendees are current members (the Membership Secretary will provide the guest list and make sticker name badges)

- If event not full, send reminder two weeks before deadline, for circulation by the Web Editor.
- On day of event:
 - Meet with committee beforehand to confirm format of day and roles of individual committee members during the day. Including committee members to take photographs and notes to share content with members who cannot attend.
 - Act as contact for speakers, venue staff, caterers.
 - Ensure catering and equipment supplied as agreed.
 - With rest of committee canvas members for feedback during day.
 - Some facilitation, according to event.
 - Collate feedback after event and at next committee meeting.

Be the main point of contact for members wishing to discuss potential ideas for events.

Input from other committee members:

All Committee members

Contribute to ideas for events, provide details of free event space, assist with delivery of the event according to allocated roles.

Chair

Has overall approval of themes, assists with approaching speakers where suitable, agrees budget for event (with Treasurer)

Web Editor:

Adds event itinerary and notices to the website and e-bulletin as required.

Membership Secretary:

Checks RSVP list to ensure all are current members and provides event guest list and name badges.

Treasurer:

Identifies and agrees event budget (together with Chair). Processes invoices for payment relating to the event.

Corporate Officer:

Ensures that Corporate Members are aware of Corporate delegate number allocations for events.

CPD Officer:

Manages the annual CPD event with support from the Events Officers.

Other information:

This role may involve an element of public speaking.

MEMBERSHIP SECRETARY

Purpose

The Membership Secretary is responsible for managing new applications for individual members to the group, produces and circulates renewal invoices. In addition, the Membership Secretary circulates relevant information as and when required.

Main duties

- Process new applications to join the UKRG – these are initially completed on-line and a notification email is sent to the Membership Secretary who will then process the application, assign a username and password and forward these details onto the new member along with the initial membership invoice.
- Renewal invoices are produced in July for start of the new membership year in September, and emailed to the existing membership to cover the coming year's subscription. The Treasurer issues receipts but it is the responsibility of the Membership Secretary to update members' details once payment is received.
- In December the Membership Secretary downloads details of unpaid subscriptions and emails reminder notices.
- First point of contact for queries from members about membership/account enquiries.
- Manage member access, add and amends details on the membership list as appropriate or when requested.
- Manage event RSVPs – alongside the Corporate and Development Officer, respond to each email to confirm places and check that attendees are current members. Put together the guest list and share with the Event Officers and Committee as necessary. The Membership Secretary will provide the guest list and make sticker name badges.

Input from other committee members:

Occasionally the Membership Secretary may have to deal with historic problems of elapsing memberships. They have the overall responsibility for keeping the members' list up-to-date and may have to liaise closely with the Treasurer and the Web Officer to this effect.

Other information:

Access to email is essential, as almost all communications between the with members and the Committee are via email.

PROFESSIONAL DEVELOPMENT OFFICER

Purpose

To promote, encourage and support the professional development of Members, and to develop and implement strategies for attracting new members.

Main duties:

- Organise one dedicated professional development event annually
- Facilitate the development of information and resources, for example:
 - Career planning toolkit
 - Mentoring matchmaking service
 - CPD based Social Media events
 - Career development case studies
- Seek opportunities for funding for Professional Development bursaries.
- Monitor job adverts submitted for advertising on UKRG website.
- Liaise with Chair to form strategic relationships with other organisations and individuals with similar and/or overlapping aims to UKRG, e.g. IAL, Institute of Risk Management, MA, Collections Trust, ACE, higher education and other training providers, recruitment agencies, career coaches, etc.
- Liaise with organisations or individuals who provide specialist or related training for registrars to gather details of available courses/training, and together with the Web Editor arrange to circulate details to members (liaising with Corporate and Development Officer where Corporate privileges may apply).
- Investigate the possibility of creating a formal accreditation or qualification for registrars.
- Develop and implement strategy for generating feedback from membership about career development issues.
- Develop and implement strategy for attracting new members.

SECRETARY

Purpose

To document committee meetings and the AGM, maintaining continuity from one meeting to the next, recording actions taken or to be taken. Also, to participate in the life of the committee, attending each meeting and contributing to discussions and decisions.

Input from other committee members:

Suggestions for agenda items prior to each meeting, and feedback on actions taken.

Main Duties:

- Minute each committee meeting, or establish who will do this in case of unavoidable absence.
- Circulate minutes in good time, with clear action points where appropriate.
- Chase up other members of committee if actions have not been completed. Keep track of uncompleted actions.
- Request suggestions from committee for agenda items for each meeting.
- Issue agenda for next meeting in good time.
- Administer the bursary process.
- Respond to general enquiries in consultation with the Chair.
- Manage the committee's electronic filing system.
- Manage the election process prior to the AGM: collate role details, write communications and receive votes via email.
- Minute the AGM, and present minutes to next AGM for formal agreement (or pass on to next secretary when standing down).
- Issue new committee members with an induction pack.
- In case of members of committee having to stand down before the end of their term, arrange temporary cover or mid-term elections.

Other Info

This post can be managed during work time as the main workload is ensuring that all minutes and agendas are circulated in good time. At election time there will be a greater proportion of input required in order to collate and document the results.

Arrangements should be made with successor for complete handover of all paperwork and electronic information no later than four weeks after election.

SUPPORTING MEMBER (or SUPPORTING OFFICER)

Purpose

To support the other committee members during busy periods and to act as an additional voice for the wider membership. Also, to participate in the life of the committee, attending each meeting and contributing to discussions and decisions.

To ensure the continuous upkeep of the UKRG archive. This role coordinates the collection and deposit of necessary archive material from members as they leave their tenure on the committee. Responsible for coordination of necessary purchase of supplies, liaison with the archive host, and consultancy, as appropriate.

Input from other committee members

As required by the specific tasks

TREASURER

Purpose

The Treasurer is responsible for managing the accounts of the UKRG, including forecasting, monitoring all income and expenditure, making payments and paying in cash and cheques into the Group's bank account with HSBC.

At the UKRG AGM, held every October, the Treasurer is responsible for presenting a report to the membership of income/expenditure for the UKRG Financial Year.

Main Duties:

- Issue payments to various corporations and individuals for UKRG funded activities. These include events (venue hire, catering, speaker's expenses), travel bursaries, admin costs (e.g. postage), website related costs, as well as any other individual projects organised by the UKRG.
- Pay in cheques and cash received from individual and corporate subscriptions to the UKRG's bank account.
- Enter all expenditure and income into the account spreadsheet and check all transactions against the monthly bank statements.
- Update the membership database on the website as payments are received, and chase any outstanding late payments.
- Manage the UKRG budget and keep the UKRG committee informed of the current state of the Group's finances.
- Manage the issuing of travel bursaries for events and European Registrars Conference and keep records as to who has claimed each year.
- Organise the auditing of the UKRG accounts at the end of the Financial Year (31 August).
- Any other necessary duties, including research into any finance related issues.
- Report to the Chair on all financial matters, as requested.

Input from other committee members:

- Treasurer produces receipts when fees have been paid and informs the Membership Secretary.
- The Treasurer works closely with the Membership Secretary and Corporate Membership Secretary to maintain the incoming budget
- The Treasurer liaises with the Events Officers, Secretary and Web Officers to ensure bursaries are taken for events
- The Treasurer works closely with other members of the committee to advise on financial matters and oversee the correct implementation of the budget

Other information:

Bursaries:

- The UKRG offers travel bursaries for UK events, subject to conditions outlined.
- There are conference bursaries available for European Registrars Conference Speakers for UK events are able to claim back travel expenses.
- Committee members are able to claim back travel expenses for committee meetings and committee business were applicable.
- Committee members are able to claim a conference bursary for the European conference, subject to conditions outlined.

WEB EDITOR

Purpose

Responsible for the technical and administrative management of the UKRG website including managing the hosting and web name renewals, developing the site so it continues to remain relevant and supporting and implementing content changes where necessary in conjunction with the Web Editor.

(Please note there are written instructions for most tasks)

Main Duties:

- Renew hosting and web name licences including liaising with the Treasurer regarding payment of fees.
- Is the main point of contact for the UKRG's appointed Web Development Company and is responsible for liaising with them about hosting, technical changes to the site and fixing any problems that occur.
- Liaises with the Treasurer to agree the budget necessary for Website Maintenance and Hosting each year. Reports back on how this has been spent at the Annual General Meeting.
- Support the Web Editor with the publishing of the e-bulletin, maintaining the content of the website and implementing changes as necessary.
- Respond to enquiries about the website from members.
- Update the Contact Us page and other relevant areas of the site when new committee members are elected.
- Ensure that newly elected committee members have access to the relevant administration areas of the site.
- Maintain and develop the website to ensure that it is relevant and up-to-date.
- Provide support to committee members to ensure that they can use the website as follows:
 1. Web Editor updates content on all areas of the site.
 2. Events Officers update events section, when this is required.
 3. Corporate and Development Officer updates the Corporate Members page.
 4. Membership Secretary uses site to download lists of members and members email addresses. Applications to join UKRG can be completed by members on-line and these applications are emailed directly to the membership secretary for processing.
 5. Treasurer updates members' records on database when fees have been paid.
 6. Ensure that committee members change passwords at the start of their term.
- Ensures that the website remains GDPR compliant.
- Report with statistics on the use of the website at the Annual General Meeting.

Input from other committee members:

All Committee members

Contribute to decisions on web development and provide feedback on usability and suggestions for improvement of site.

Chair

Contributes to decisions on web development. Has overall approval of web development and content changes.

Web Officer:

Responsibility for content management of the website (see Web Editor job description)
Contributes to decisions on web development.

Membership Secretary:

Applications to join UKRG can be completed by members on-line and these applications are emailed directly to the Membership Secretary for processing.

Manages member access, adds and amends details on the membership list as appropriate. Uses site to download lists of members and members email addresses. Is the point of contact for queries from members about website logins.

Treasurer:

In conjunction with the Membership Officer, updates members' records on the website when fees have been paid.

Corporate and Development Officer:

Applications to join UKRG can be completed by Corporate Members online and these applications are emailed directly to the Corporate Officer for processing.

Manages Corporate Member access (in conjunction with the Membership Secretary). Requests and uploads profile information and logo images from Corporate Members.

WEB OFFICER

Purpose

Responsible for the technical and administrative management of the UKRG website including managing the hosting and web name renewals, developing the site so it continues to remain relevant and supporting and implementing content changes where necessary in conjunction with the Web Editor.

Main duties

- Renew hosting and web name licences including liaising with the Treasurer regarding payment of fees. *(Please note there are written instructions for this task)*
- Is the main point of contact for the UKRG's appointed Web Development Company and is responsible for liaising with them about hosting, technical changes to the site and fixing any problems that occur.
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 5. Treasurer updates members' records on database when fees have been paid.
- Report with statistics on the use of the website at the Annual General Meeting.

Other committee roles and their relationship to the UKRG website:

All Committee members

Contribute to decisions on web development and provide feedback on usability and suggestions for improvement of site.

Chair

Contributes to decisions on web development. Has overall approval of web development and content changes.

Web Editor:

Responsibility for content management of the website (see Web Editor job description)
Contributes to decisions on web development.

Membership Secretary:

Applications to join UKRG can be completed by members on-line and these applications are emailed directly to the Membership Secretary for processing.

Manages member access, adds and amends details on the membership list as appropriate.

Uses site to download lists of members and members email addresses. Is the point of contact for queries from members about website logins.

Treasurer:

In conjunction with the Membership Officer, updates members' records on the website when fees have been paid.

Corporate and Development Officer:

Applications to join UKRG can be completed by Corporate Members online and these applications are emailed directly to the Corporate Officer for processing.

Manages Corporate Member access (in conjunction with the Membership Secretary).

Requests and uploads profile information and logo images from Corporate Members.

Committee Code of Conduct

Being on the UKRG Committee should be a rewarding, stimulating and enjoyable experience. The ethos of the committee is that it is supportive and inclusive and each member plays an important part in shaping it. The code below provides guidance to ensure that there is a communal agreement from all committee members about how best to support this. Please read this and sign to accept that you agree to abide by this during your tenure. If you have any questions please do not hesitate to contact the Chair or Secretary.

- **Attendance:** please try to attend all committee meetings and as many events as possible. If you are unable to attend please inform the Chair and the Secretary. The Constitution outlines that each Officer is obliged to attend four of the five annual meetings.
- **Confidentiality:** as a committee we should be able to trust that our communication remains confidential amongst us. Resist pressure from colleagues and contacts to share information that has not already been shared with the full membership. If you work with a fellow committee member be careful to ensure that sensitive UKRG business is not freely discussed in the workplace.
- **Participation:** each committee member should feel confident to voice their opinion and constructively challenge. This is what makes the committee a powerful group. There are no silly questions and don't be afraid to ask for clarification. Do play an active role, if you see things that could be improved or have ideas please share them. Please do seek out new members at Events or members who are attending solo to welcome them to the event.
- **Professionalism:** Though the committee is voluntary, members pay to join the UKRG and so expect professionalism from the Committee. Please remember that you represent the Committee in your attendance at all events and in all communication with members.
- **Workload:** keep the Chair updated about your committee work. If you have questions or need support then the Chair should be your first point of contact. If you are struggling to meet deadlines due to short-term pressure, discuss this with the Chair to agree a solution. Some roles may experience peaks of activity but remember that support is available from other committee members or by co-opting new roles where there is a genuine demand. If you are unable to commit to the role for an on-going period you will need to step down from the committee by notifying the Chair and Secretary.