

Charity IT Leaders Trustees roles

There are nine officers of the Group, the Chair, the Treasurer , Secretary, Communications Officer, Events Organiser, Conference Organiser, Corporate Liaison Officer, Strategic Direction Officer and the Officer in charge of Groups, all who act as Trustees. Incumbency in these posts are renewed annually, voted by members attending the AGM. They are unpaid posts.

Current post holders

Chair – Laura Dawson, British Council

Treasurer – Brychan Watkins, previously at The Royal British Legion

Secretary – Phil Durbin, The Salvation Army

Communications Officer – Nick Napier, ZSL

Events Organiser – Graeme Little, Mary's Meals

Conference Organiser – Matt Jago, Sightsavers

Corporate Liaison Officer – Dan Hall, Girls' Day School Trust

Strategic Direction Officer – Adam Lennon, Plan UK

Officer in charge of Groups - Ian Williamson, UNICEF UK

Roles and responsibilities

Chair

Laura Dawson - British Council



1. Provides direction and leadership to the group – so that it meets its aims and objects consistent with the preferences and priorities of its members
2. Works with the other Officers to support and drive forward the Group's aims, and supports them in the timely execution of their duties
3. Develops and defends the group's constitution
4. Ensures that the group is aware of, and supportive of trends and changes in ICT and in charities, so that members can be prepared and take advantage of those changes to the benefit of the charity they work for and for their professional community
5. Acts as a spokesperson and Ambassador for the group with the outside world, particularly with IT suppliers, other pertinent professional bodies, other charities, and the media etc.
6. Encourages the retention and attraction of members to the group through public activities
7. Acts as a focus and arbiter for internal group communication and contributes to the regular newsletter sent out on behalf of the trustees
8. Acts as Chair at official meetings of the group, including the Annual Conference and the Annual General Meeting, delegating the role where appropriate to another
9. Leads and coordinates the officers of the Charity IT Leaders so that planning and enabling work for the group (and its subgroups) proceeds effectively
10. Reports to the annual meeting of the group on the activities of the previous year and the challenges faced by members and the group
11. Working with the Treasurer, sets the budget annually
12. Hosts the occasional Topical Dinner or similar

The Treasurer

Brychan Watkins - The Royal British Legion

1. Acts as a central point of coordination for all income and expenditure issues for members, the groups bankers and the groups creditors and debtors
2. Assists the Chair in the development and upholding of the Group's constitution
3. Works with the other Officers to support and drive forward the Group's aims, and supports them in the timely execution of their duties
4. Assists the Communications Officer by publicising the Group whenever possible (for example, at appropriate events)
5. Ensures management of the finances of the group are carried out efficiently, and that all legal and moral financial obligations are met in an accurate and timely manner
6. Working with the appointed administrator, ensures there is adequate funds in the operating account whilst maximising the earning potential from any investment interest on the funds held in the asset account
7. Ensures subscription invoices are issued annually on an agreed day (March)
8. Proposes at the AGM the appropriate membership subscription fees needed to ensure the Group remain solvent
9. Presents the group's financial statement to the membership at the AGM, answering any finance questions that may arise
10. Working with the Chair, agrees the annual budget for the Group
11. Ensures a copy of the groups ledger/journal are posted at least two weeks before the AGM
12. Ensures all income and expenditure transactions are authorised appropriately
13. Ensures that the Charity IT Leaders gets the best price for any goods or services, and that they meet the standards required
14. Line manages appointed administrator in the conduct of financial matters for the Group.
15. Contributes to the regular newsletter sent out by the trustees
16. Hosts the occasional Topical Dinner or similar



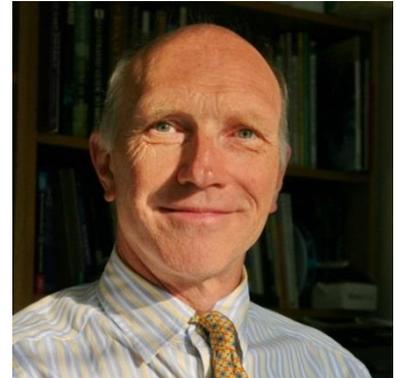
In order to assist the efficient financial administration of the Group, certain functions are outsourced to an Appointed Finance Administrator.

Note – There is a more detailed document that describes the role of the Treasurer together with the wider context. This is in Appendix 1 of this document.

The Secretary

Phil Durbin - The Salvation Army

1. Has overall responsibility for maintaining the Membership of the Group
2. Assists the Communications Officer by publicising the Group whenever possible (for example, at appropriate events)
3. Assists the Chair in the development and upholding of the Group's constitution
4. Works with the other Officers to support and drive forward the Group's aims, and supports them in the timely execution of their duties
5. Line manages appointed administrator in the a) conduct of membership duties for the Group, and b) preparing of agendas and production of minutes of Trustee meetings and conference calls
6. Manages contracted 3rd parties (excluding any supporting the Group Web Site)
7. Contributes to the regular newsletter sent out on behalf of the trustees
8. Hosts the occasional Topical Dinner or similar



Communications Officer

Nick Napier - ZSL

1. Ensures that members are clear in and confident of what the group represents, and that individual members gain (and give) value to fellow members
2. Publicises the Group whenever possible (for example, at appropriate events)
3. Owner of the Group Website
4. Assists the Chair in the development and upholding of the Group's constitution
5. Works with the other Officers to support and drive forward the Group's aims, and supports them in the timely execution of their duties
6. Provides co-ordination for all Group communication (internal and external), publicity and promotion
7. Management of links with affiliated Groups as per the constitution
8. Ensures regular external publicity campaigns are run in support of the Group's objectives
9. Line manages appointed administrator to publish data and information to the Group Web Site
10. Manages all contracts related to the hosting, design and administration of the Charity IT Leaders website and any sub sites or micro sites.
11. Signs off and contributes to the regular newsletter sent out on behalf of the trustees
12. Hosts the occasional Topical Dinner or similar



Events Organiser

Graeme Little – Mary’s Meals

1. Working with the appointed administrator, sets up and runs the Quarterly Meetings
2. Assists the Chair in the development and upholding of the Group’s constitution
3. Works with the other Officers to support and drive forward the Group’s aims, and supports them in the timely execution of their duties
4. Chairs the quarterly meetings, delegating the role as appropriate to another
5. Ensures minutes are taken of official meetings as appropriate using the appointed administrator, delegating the role as appropriate to another
6. Promotes events and publishes official events on the Group Website, such as the Topical Dinners
7. Hosts the occasional Topical Dinner or similar
8. Contributes to the regular newsletter sent out on behalf of the trustees
9. In order to assist the efficient administration and day to day running of the Group, certain functions are outsourced to an Appointed Administrator.



Conference Organiser

Matt Jago - Sightsavers

1. Working with the appointed administrator, sets up and runs the Annual Conference
2. Assists the Chair in the development and upholding of the Group’s constitution
3. Works with the other Officers to support and drive forward the Group’s aims, and supports them in the timely execution of their duties
4. Ensures the Conference finances are appropriately managed and self-financing
5. Ensures minutes are taken of official meetings as appropriate using the appointed administrator, delegating the role as appropriate to another
6. Ensure the conference theme is in line with the strategy and charitable objectives of Charity IT Leaders
7. Working with other members of the committee, takes a lead in promoting the events and publishes official events on the Group Website
8. Contributes to the regular newsletter sent out on behalf of the trustees
9. Hosts the occasional Topical Dinner or similar



Corporate Liaison Officer

Dan Hall - The Girls' Day School Trust

1. Liaison with corporates that wish to engage us beyond attendance at conference and meetings
2. Charging of any corporate liaison activity e.g. promotion of events on the website
3. Primary contact for any negotiated deals or collaborations relating to corporate or between members.
4. Project and Supplier Manager for the Benchmarking work
5. Assists the Chair in the development and upholding of the Group's constitution
6. Works with the other Officers to support and drive forward the Group's aims, and supports them in the timely execution of their duties
7. Contributes to the regular newsletter sent out on behalf of the trustees
8. Hosts the occasional Topical Dinner or similar



Strategic Direction Officer

Adam Lennon – Plan UK

Working closely with the other officers and key members of the group this role will be expected to assist the Chair to:

1. Working with others, secure funding to assist in the development of the strategy.
2. Identify the need and market for this group using market research to do so.
3. Set out the strategy and long term funding model for Charity IT Leaders
4. Working with others, come up with the creative branding ideas and then maintaining them
5. Pull together the necessary implementation plan for presentation and adoption by the committee including identification of suitable resources
6. Presenting progress and gaining buy in from the committee as appropriate
7. Working with the Comms Officer role and the Chair ensure that a communications plan is in place to minimise risk to the project.
8. Assists the Chair in the development and upholding of the constitution
9. Assists the Communications Officer by publicising the Group whenever possible (for example, at appropriate events)
10. Works with the other Officers to support and drive forward the Group's aims, and supports them in the timely execution of their duties
11. Contributes to the regular newsletter sent out on behalf of the trustees



Officer in charge of Groups
Ian Williamson, UNICEF UK



1. Presenting the purpose and plans of the group to the committee and then subsequent progress. Acting as a bridge between the committee and the running of the group.
2. Where Groups are setting policy or issuing a position statement, working with the communications officer and the chair to ensure that the committee is supportive of the statement.
3. Bringing any funding or resourcing requests for the committee for discussion and agreement. No funding on Charity IT Leaders Groups can take place without committee approval.
4. Reporting Group progress to the committee and the membership at committee meetings and appropriate quarterly meetings and specifically at the AGM.
5. Assists the Chair in the development and upholding of the constitution
6. Assists the Communications Officer by publicising the Group whenever possible (for example, at appropriate events)
7. Works with the other Officers to support and drive forward the Group's aims, and supports them in the timely execution of their duties
8. Contributes to the regular newsletter sent out on behalf of the trustees
9. Hosts the occasional Topical Dinner or similar

In order to assist the efficient administration, finance and day to day running of the Group, certain functions are outsourced to Appointed Administrators/Financial Assistants.

Appendix 1

Role of the Treasurer

The main aims of the Treasurer are to facilitate the delivery of the charitable aims of CITL, by ensuring there is the money to deliver it, and to ensure the long-term future of CITL, by making sure there is enough money in the reserves to smooth out the yearly financial cycle and enable us to weather a bad conference.

Sources of Income

CITL has two sources of income, the membership fees, and the Conference. Over the years the conference has grown in importance and now provides most of the income, effectively subsidising membership.

We also pass the hotel room costs through our books for convenience of attendees.

Expenditure

Areas of expenditure are fairly straightforward:

1. Administration - with Kingston Smith Association Management.
2. Conference setup and running
3. Benchmarking
4. Quarterly meetings
5. Other events such as group meetings, dinners.
6. Website management and hosting

There are also occasional costs for consultancy, and other such activities, largely associated with developing and delivering our strategy.

Responsibilities

The main responsibilities of the treasurer are to:

- Oversee expenditure, reviewing invoices and authorising payment.
- Organise the annual report, commissioning the independent examiner – we are too small to need a full audit – writing the majority of the trustee’s report and chasing the secretary for the rest.
- Assisting with the Membership renewals – although this is a minor involvement.
- Chasing creditors, when needed.
- Writing and delivering the treasurers report to the AGM.
- Setting and managing the overall budget and agreeing exceptional expenditure.

KSAM do the actual work – and we have used them for the independent examiner for the last 3 years. Banking is with Charities Aid Foundation (CAF) Bank, and Barclays – we are moving away from Barclays & will close the account soon.

Annual Cycle

