

Appendix 1

OutWest Committee/Volunteer Roles, Duties & Responsibilities

Introduction

This document contains a breakdown of all of the roles, duties and responsibilities of each committee and volunteer member. If there is any confusion on the terminology below or your own role, duties or responsibilities please seek advice from the committee via slack. There are a number of shared responsibilities which include but are not limited to;

- Volunteering for a minimum of four hours a month where available and ensuring your availability is concrete before adding your name to the rota/volunteer for events. Try to record availability as early as possible to the rota to ensure essential cover for the Drop-In centre.
- Keeping a record of tasks to be completed.
- Keeping a record spent allocated funds.
- Ensuring awareness of one's role, duties, responsibilities, policies, procedures, code of conduct and constitution.
- Be willing to engage with members of the public in a pleasant and respectful matter.
- Check emails related to your post if applicable.
- Be aware and mindful of minors between the age of 15-18 who may attend the Drop-In centre or events alone.
- Complete training provided by the committee or relevant sources i.e., An Intro to Children First
- Ensure of model of decorum (proper & polite behaviour) while representing OutWest.
- Ensure any property of OutWest is properly cared and shown respect to i.e. cleaning up after yourself in the Drop-In or not putting feet on furniture etc.

Chairperson

The Chairperson's role is two-fold, firstly as leader and spokesperson for the organisation and secondly as facilitator, planning and running meetings.

Duties & Responsibilities;

- To act as spokesperson or representative of the group.
- To be thoroughly familiar with matters of procedure, the rules of the group and be prepared to act upon said procedures and enforce the rules of the group.
- To conduct meetings with impartiality and in a pleasant and tactful manner.
- To make sure everyone understands and follows the meeting rules.

- To facilitate conversation by making sure everyone is heard and that no one dominates the conversation.
- To communicate with the secretary to create the meeting agenda.
- To be familiar with the agenda and relevant material prior to meeting and guide the meeting and to enable the members to work harmoniously and purposefully as a team.
- To facilitate delegation so that as many members as possible will be involved and gain experience.
- To facilitate conflict resolution on committee issues and between committee members/volunteers.
- To hold members accountable for their tasks.
- To keep a record of any allocated funds used.

Vice-Chairperson

The role of the Vice-Chairperson is to facilitate the Chairperson in their duties and responsibilities where needed and requested. The Vice-Chairperson should be prepared to assume the Chairpersons role in the event the Chairperson is unable to do so.

Duties & Responsibilities;

- To be available to assume the Chairpersons roles and responsibilities in case of holidays/illness/bereavement etc.
- To assist the Chairperson in executing their roles and responsibilities.
- To communicate regularly with the Chairperson and ensure their duties and responsibilities are being carried out accordingly.
- To keep a record of any allocated funds used.

Secretary

The role of the Secretary is to schedule and record committee meetings and to ensure all committee members have proper notice of meetings.

Duties & Responsibilities;

- To communicate with the chairperson to plan meetings.
- To schedule and notify committee of meetings.
- To prepare the agenda and ensure its circulated in advance of the meeting.
- To ensure the distribution of background information of the agenda items to be discussed
- To record the minutes of the meeting and to make official minutes document including discussions, motions, votes and decisions.
- To keep a record of any allocated funds used.

Treasurer

The role of the treasurer is to assist the governing body in its duty to ensure sound financial management and to meet its obligations to account for the finances.

Duties & Responsibilities;

- Overseeing, preparing and presenting budgets, accounts and financial statement.
- Preparing and presenting understandable financial reports to the committee.
- Ensuring that the financial resources of the organisation meet its needs.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with relevant people about financial matters.
- Advising on the financial implications of any new projects.
- Presenting the annual accounts at the annual general meeting.

Regional Coordinator

The role of a Regional Coordinator is to represent OutWest and to manage the regional sub-committee which will organise LGBT+ events on behalf of OutWest in the region.

Duties & Responsibilities;

- To manage the sub-committee meetings including scheduling meetings, taking minutes, organising the agenda.
- To facilitate the communication in meetings by creating a safe space where members can voice opinions and ideas in order to organise events.
- To ensure sub-committee members are aware of their tasks and ensure said tasks are completed.
- To inform and get permission from the main committee before executing any ideas/events.
- To keep a record of any allocated funds used.

Communications Officer

The role of the Communications Officer is to communicate the purpose and philosophy of OutWest to the community through community engagement via emails, phone calls etc., and to collect relevant data in relation to events etc.

Duties & Responsibilities;

- To create communications content on behalf of an organisation such as the writing of press releases.
- To communicate with local media outlets i.e., radio stations, tv and newspapers on the basis communication is agreed by the committee first.

- They are also tasked with tracking campaign analytics and maintaining digital media archives.
- To distribute emails received from public and external organisations among Committee Officers accordingly, and to share any relevant correspondence with the all Committee.
- To answer any calls coming through the organisation's phone.
- Keep a record of potentially concerning emails in an allocated archive for example direct threats or threatening emails containing any information directly related to OutWest i.e., committee members names, Drop-In centre etc.
- Keep a record of all allocated funds used including receipts and breakdown of spending.

Education Officer:

The role of the Education Officer is to represent OutWest and promote awareness of LGBT+ matters. This includes helping to organise and encourage participation in events or resources available to OutWest and to assist in the sourcing of educational funding or resources that may be or become available.

Duties & Responsibilities;

- To give talks on LGBT+ matters to schools, colleges, youth groups & encourage these groups to create links on OutWest website (?).
- To develop student understanding of general LGBT+ matters, as well as the diversity which exists amongst LGBT+ people.
- To shape and contribute to education campaigns at a county & regional level.
- To promote recognised LGBT+ places of contact, networks, events, services facilitated by OutWest for example HIV testing.
- To identify local interests and needs of LGBT+ people in Connaught and ways to meet them.
- To support the development of community/school/college LGBT+ groups.
- To support and encourage the LGBT+ community to engage in events and services.
- To assist in the sourcing of grants and funding from educational providers/government agencies i.e., ETBI (educational and training board of Ireland), County Councils, PPN (public private partnership).
- To develop educational material, training and to provide advice and support to the committee members/volunteers.
- To organise/facilitate training and workshops.
- To keep a record of any allocated funds used.
- To ensure events comply with health, safety and child safeguarding procedures.
- To ensure the implementation of the fundamental purpose and philosophy of OutWest.

Inclusion Officer

The role of the Inclusion Officer is to ensure that the committee are aware of its responsibilities related to Inclusive practices and to ensure people from all walks of life are considered during the discussion and decision-making process for events etc.

Duties & Responsibilities;

- To promote inclusive practices within OutWest and the community.
- To help the committee apply relative legislation about anti-discriminatory practices etc., when organising events or creating content.
- To hold committee members/volunteers accountable for the implementation of yours and the committee's recommendation of inclusive practices or behaviours.
- To advice the committee on reasonable adjustments required to increase access by the community.

Social Media Coordinator

The role of the Social Media Coordinator is to develop and curate engaging content for social media platforms and website on behalf of OutWest.

Duties & Responsibilities;

- To develop blog/website content and create social media posts.
- To create posters for the organisation's events.
- To create a publicity campaign, if requested by the committee.
- Attend events and produce live social media content.
- To moderate any interaction made from the public on social media platforms and blog/website.
- Keep a record of potentially concerning comments or messages in an allocated archive for example direct threats or threatening direct messages/comments containing any information directly related to OutWest i.e., committee members names, Drop-In centre etc.

Volunteers

The role of the volunteer is to facilitate the tasks of the committee where possible and to ensure if they take on a task or commit to an event that they follow through with said responsibility.

Duties & Responsibilities;

- To volunteering for a minimum of four hours a month where available and ensuring your availability is concrete before adding your name to the rota/volunteering to help run events.
- To keep a record of tasks you have taken on.
- To keep a record spent allocated funds.

- To ensuring awareness of one's role, duties, responsibilities, policies, procedures, code of conduct and constitution and to seek advice from committee members if you are confused or need to discuss any issues etc.
- Be willing to engage with members of the public and people representing public bodies i.e., Garda Síochána; in a pleasant and respectful matter.
- Check emails related to your position if applicable.
- Be aware and mindful of minors between the age of 15-18 who may attend the Drop-In centre or events alone.
- Complete training provided by the committee or relevant sources.