

TWAPS COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

Role of Chairman

1. To attend and chair Committee Meetings on designated dates and participate in Committee discussions.
2. To ensure that meetings adhere to a code of conduct in order to ensure an efficient use of time.
3. To see that any business discussed and resulting in a vote or decision of action is in accordance with current rules /bye laws of the Society
4. To act as the Society's representative, where appointed, to further the aims of the Society, e.g. renewal of leases/licenses, planning, meetings without side sources, etc.
5. To ensure that Committee Members are kept aware of any legislative relevant to the running of the club by email, text or any other means as necessary to ensure the smooth running of the club.
6. As deemed necessary to facilitate the formation of any sub-committees to perform specific tasks.
7. Carry out any other tasks as may be reasonably requested by other Committee members.
8. To support any Committee member in carrying out his or her duties.
9. To keep an accurate record of any out of pocket expenses incurred, i.e. printing, postage, petrol, etc.