

Role Guidelines



Secretary (Officer)

The secretary works in collaboration with the chair and other committee members to produce the papers required for meetings. (Most, if not all, the distribution is now done by email.)

Tasks relating to committee meetings

- Liaise with Chair about content of the agenda
- Request reports from the committee members four weeks before each meeting; collate and distribute with the agenda
- Prepare and distribute agenda at least 14 days before the meeting, together with minutes of the previous meeting and action points from previous meeting, plus any other documents required
- Prepare register for recording attendance at the meeting and apologies for absence
- Email list of those attending the meeting to Church House at least seven days before meeting
- Minute-take during the meeting
- Write up minutes, liaise with chair to finalise and distribute minutes to the committee
- As far as possible ensure action points from meeting are completed
- Should attend the AGM and all committee meetings

Tasks relating to the AGM in collaboration with the AGM co-ordinator.

- Request reports etc from officers and area reps with deadline date (decided by committee)
- Prepare agenda together with Chair
- Send minutes of previous AGM to Newsletter editor or AGM co-ordinator
- Ensure that nomination forms for election of officers including updated role guidelines, reports and any other relevant documents are prepared and sent to Newsletter editor or AGM co-ordinator
- Agree tokens and cards for retiring officers and speaker
- Take minutes at AGM
- Write up minutes and liaise with Chair to finalise them

General tasks.

- Liaises with Church House regarding meetings
- Provide back-up and support to chair
- Keep other records up to date as agreed
- Any other one-off tasks as agreed.

Treasurer (Officer)

- Maintains records of receipts and payments
- Pays in all receipts to Broken Rites bank account.
- Keeps arrangements with bank up to date.
- Reconciles bank statements with records.
- Pays bills, including members' expenses.
- Acknowledges donations received.
- Attends committee meetings and AGM and provides report.
- Liaises closely with the Chairman and Membership Secretary and other members of the committee as required
- Maintains up to date assets list
- Produces annual accounts and report.
- Arranges mid-year reconciliation and annual audit by auditors appointed by AGM
- Has the help and support of the committee as required
- Should attend the AGM and all committee meetings

Area Representative (Committee Member)

- Represents their region on the Broken Rites National Committee
- May also be a Link Member for part of their area*
- Maintains contact with the Links in their area, advising them when necessary, feeding back any relevant information to and from the National Committee
- Receives referrals from Enquiries Co-ordinator and others and responds directly or by referring on to Link or others
- Should be alert to potential new members and clergy spouses/ partners in need.
- Initiates, as appropriate, informal meetings in their area in conjunction with the Links, for mutual support and socialising
- Holds an up to date list of full and associate members in their region, supplied by the Membership Secretary
- Informs the Membership Secretary of new Members, changes of address etc
- Sends regional news and reports to the Committee, to the Editor of Rite Lines and to the Website Editor as appropriate, with photos if available. A brief paragraph is also needed for the Annual Report
- Should attend the AGM and at least one committee meeting per year

**The task of Area Representative and Link member may be interchangeable, depending on local circumstances.*

Interdenominational Representative (Committee Member)

This role can be shared

- Is concerned with denominational issues that arise for members who are not connected to the Church of England (including Anglican members in other Provinces)*
- Endeavours to collate information about the denominational structures so that relevant church leaders/ clergy can be informed of the role of Broken Rites and the need of members
- Endeavours to ascertain what policies individual denominations have put in place to help clergy spouses/partners in the case of relationship breakdown
- Should stay alert to the sources of help for the non-c-of-e members and seek to ensure that these contacts are up to date
- Sends a report to the committee at their own discretion depending on news and submits an annual report
- Should attend the AGM and at least one committee meeting per year

**Day to day contact and support for such members is dealt with by Area Reps and Links*