



## **GUIDELINES FOR THE DUTIES OF GUILD OFFICERS (Issued FEBRUARY 2014)**

The following notes are Guidelines ONLY.

- **Some of the tasks listed below may be fulfilled by other Committee members, or volunteering Guild members, at the discretion of the Guild.**
- **Above all please remember to be Adaptable and Flexible in your approach to the way you organise your Guild.**
- **Job sharing is an excellent way to share the 'load' and is to be encouraged. Please contact TGHQ (see below) or your regional National Trustee at any stage for advice or additional assistance.**

### **Chairman:**

- is the figure head elected by the Guild (to represent the Guild) and to implement the decisions of the Committee.
- chairs Committee and Guild meetings.
- guides discussion – keeping talk to the point, but allowing all to speak who wish to.
- closes discussion when appropriate, organising voting if required; has the casting vote if necessary.
- at the start of the meeting welcomes members, visitors and new members.
- creates the agenda along with the Secretary.

### **Vice-Chairman:**

- works closely with the Committee and is involved in decision making.
- deputises for the Chairman when she is absent from Committee, Guild meetings and Federation functions.

### **Secretary:**

- keeps a record of meeting proceedings.
- receives and distributes as appropriate all correspondence.
- creates the agenda with the Chairman.
- liaises with other Guilds in the Federation, Federation Officers and HQ.
- retains members' contact details.

### **Treasurer:**

- ❖ is responsible for keeping proper financial records of all the Guild's income and expenditure.
- ❖ deals with affiliation fees and payments to HQ.
- ❖ banks cash/cheques as required.
- ❖ provides bank balance details at each Committee and Guild meeting.
- ❖ will oversee claiming Gift Aid from H.M.R.C. (\*)

Note: 1) a separate Treasurers' Fact Sheets are available from TGHQ upon request. (\*)

### **Other areas can be allocated to Guild members such as**

- ✓ booking the meeting venue, speakers, and outings.
- ✓ updating Charity Commission information - if you are registered with the Charity Commission. (\*)

(\*) Practical help, advice and clarification of any queries you may have is available from Laurence Parkes, TG's Company Accountant.

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