**Committee Roles and Responsibilities**

1. **Chair**

* Overseeing the activities of BEG including the running of expeditions
* Chairing all committee meetings or arranging a substitute where they are not available
* Organising insurance cover for the organisation and Youth Borders membership
* Overseeing the policies and procedures of the organisation
* Maintaining oversight of all other committee roles, including the finances of the organisation
* Acting as a first point of contact for the organisation
* Liaising with the Patron and other interested parties including the Council, Youth Borders, OSCR as appropriate
* The chair is expected to attend as many BEG events as possible to represent the committee, or to appoint a substitute when they are not able to attend.
* Ensure the safe running of expeditions, in accordance with BEG guidelines.
* Ensure child protection legislation is being followed.
* Appoint other committee roles.
* Lead the process for appointing expedition Chief Leaders

1. **Secretary**

The secretary shall be responsible for:

* Setting meeting dates and ensuring these are on the website
* Booking meeting rooms
* Ensuring access to rooms on day of meeting and room is closed after meeting
* Sending out meeting reminders to committee and members
* Keeping minutes of meetings
* Sending out agenda and papers of meetings, including minutes at least 3 days prior to meeting taking place
* Making sure minutes are uploaded onto BEG website after being agreed by the Commitee

1. **Treasurer**

The treasurer shall be responsible for:

* Maintenance of the BEG finances in accordance with OSCR guidelines
* Overseeing account expenditure and ensuring BEG account are spent in an appropriate manner to further the objectives of the organisation
* Preparation of the year end accounts
* Organising independent review of accounts prior to AGM
* Submission of accounts to OSCR yearly
* Administration of bank accounts
* Overseeing the expedition bank account and liaising with expedition treasurers as appropriate
* Banking and recording membership fees received, co-ordinating with the membership secretary on this
* Ensuring the cost of all events are covered, co-ordinating with the events secretary on this

1. **Vice-Chair**

The vice-chair will be responsible for supporting the chair in their role and deputising when needed . It is assumed the vice-chair will take over the positon of chair on their retirement.

1. **Membership secretary**

The membership secretary shall be responsible for:

* Sending out membership renewal forms and reminders each October
* Setting the membership fees, in agreement with the committee at the AGM
* Keeping a register of members
* Banking and recording membership fees received, co-ordinating with the treasurer on this

1. **Events Co-ordinator**

The events co-ordinator shall be responsible for:

* Planning a programme of events for BEG members at least quarterly
* Publicising these events to encourage BEG members and others to attend
* Attending and running these events, or arranging for a substitute to run the events on their behalf
* Ensuring the cost of all events are covered, co-ordinating with the Treasurer on this

1. **Child and Vulnerable Adult Protection Officer**

The Child and Vulnerable Adult Protection Officer will be responsible for:

* Ensuring all volunteers in the committee and leaders on expedition are PVG checked
* Ensuring all volunteers in the committee and leaders have the opportunity to attend child protection training
* Inducting all volunteers in the committee and leaders in the vulnerable people policies of the organisation
* Maintaining a register of PVG checked volunteers and leaders
* Coordinating with Youth Borders about any child and vulnerable adult protection changes in legislation
* Acting as a first point of contact for any child or vulnerable adult protection allegations and liaising with local social work contacts where appropriate.
* Note, to avoid conflict of interests this role should not be held by a current expedition leader.

1. **Newsletter co-ordinator**

The newsletter co-ordinator will be responsible for:

* Preparing a newsletter at least twice per year covering articles of interest to BEG members including current BEG activities
* Sending out this newsletter to BEG members and other interested parties
* Note, this position does not need to be filled by a member of the committee

1. **Kit Officer**

The kit officer will be responsible for:

* Maintaining all BEG kit to a high standard
* Maintaining an inventory of all BEG kit
* Ensuring BEG stores are kept tidy and well organised
* Distributing and recording kit taken for training weekends
* Ensuring all kit is returned after a training weekend in a good, dry condition
* Overseeing the repair of any damaged kit
* Highlighting any replacement kit needed to the committee and overseeing its purchase on agreement with the committee

1. **Website Officer**

The website officer will be responsible for:

* Maintaining the BEG website and ensuring it remains up to date and fit for purpose
* Overseeing the payment of any hosting fees
* Overseeing the BEG Facebook page and ensuring only appropriate content is posted
* Maintaining the BEG mailing list
* Sending out BEG communication using the mailing list and Facebook