Committee Chair

- Makes sure the committee works towards the association's goals.
- Makes sure the committee is functioning properly, and that committee meeting run properly.
- Gives people the opportunity to participate
- Makes sure all relevant matters are discussed
- Supports the committee to complete tasks, and follows up to make sure the tasks are completed.
- Promotes the work of the association to other people and organisations.
- The role can be time consuming, and needs someone with leadership skills and who is diplomatic.

Vice-Chair

- Supports the Chair in their duties.
- Contributes to forming the meeting agenda.
- Substitutes for the Chair if the Chair is unable to act (e.g. due to illness, or conflict of interest)

Secretary

- Arranges committee meetings.
- Makes sure that meeting minutes are taken, and that a record is kept of meetings and decisions.
- Sends out draft meeting minutes to committee members.
- Keeps a record of attendance at meetings.
- Notifies the Chair of any issues, e.g. if there are not enough people at a meeting.
- Sends out meeting invites, and receives acknowledgments.
- Receives and sends out the association's correspondence, and informs the committee of all correspondence.
- Respects confidentiality.
- Acts as the main point of contact for the association.
- Assists with arrangements for social functions, etc.

Treasurer

- Controls the association's bank account.
- Keeps an accurate record of the association's income and expenditure.
- Pays from the account any expenditure agreed by the committee.
- Provides finance information as required.
- Prepares and presents the annual accounts.
- Allows members to inspect the accounts in accordance with the agreed procedure.
- The Treasurer only acts on financial decisions made by the committee.

Committee Member

- Represents the members.
- Keeps the association focussed on achieving its aims.
- Works in a constructive way with other committee members.
- Positively promotes the association to members and other organisations.
- Takes joint responsibility for committee decisions.