



Kent Advanced Motorcyclists Group

Committee Role Descriptions

CHAIRPERSON *(Lots of support available)*

Experience:	<ul style="list-style-type: none">⇒ An organised person with sound knowledge of IAM requirements for group management.⇒ Knowledge of KAMG practices and procedures.⇒ Good problem-solving, people management, and interpersonal skills⇒ Basic computing skills.
Key tasks:	<ul style="list-style-type: none">⇒ Lead the refinement and implementation of KAMG' strategy.⇒ Chair Group committee meetings⇒ Empower and support Committee members to fulfil the needs of the membership.⇒ Be a named trustee of KAMG charity.
Time required:	⇒ 10 hours per month (variable) including meetings

VICE CHAIRPERSON

Experience needed:	⇒ The same as the Chairperson.
Key tasks:	⇒ Support and deputise for the chairperson in all matters.
Time required:	⇒ 10 hours per month (variable) including meetings

TREASURER *(Lots of support available)*

Experience:	<ul style="list-style-type: none">⇒ Basic bookkeeping skills. (Training can be provided if necessary.)⇒ Suit an organised person with basic computing skills.)
Key tasks:	<ul style="list-style-type: none">⇒ Be responsible for managing the KAMG financial receipts, payments and bank account.⇒ Produce a monthly account report for the Committee.⇒ Draw up yearend accounts for independent review and submission to the Charities Commission.⇒ As a small charity KAMG is not registered for VAT nor has the need to submit accounts to HMRC.⇒ Be a named trustee of KAMG charity.
Time required:	⇒ 10 hours per month (variable) including meetings

SECRETARY (*Lots of support available*)

Experience:	<ul style="list-style-type: none">⇒ Nil specific.⇒ Suit an organised person with basic computing skills.
Key tasks:	<ul style="list-style-type: none">⇒ With the Chairman, organise and set monthly Committee meeting agenda and prepare the meeting minutes.⇒ Ensure KAMG is compliant with the requirements of the <i>IAM Group Affiliate Handbook</i> and KAMG's own policies and procedures in liaison with the IAM.⇒ Organise KAMG Annual General Meeting.⇒ Be a named trustee of KAMG charity.
Time required:	⇒ 10 hours per month (variable) including meetings.

MEMBERSHIP SECRETARY (*Lots of support available*)

Experience:	<ul style="list-style-type: none">⇒ An organised person with sound knowledge of IAM and KAMG membership requirements.⇒ An understanding of KAMG's training options and procedures.⇒ Good problem-solving, people management, and interpersonal skills combined.⇒ Intermediate computing skills.
Key tasks:	<ul style="list-style-type: none">⇒ Maintain the KAMG database (Tracker) it is the same as the IAM data base (DARTS) and <i>vice versa</i>.⇒ Ensure smooth running of the membership application and renewal process in liaison with the Treasurer and Chief Observer.⇒ Prepare monthly membership report for committee meetings.⇒ Prepare Membership mailing labels for quarterly magazine.⇒ Co-ordinator for group with Tracker issues / Development requirements
Time required:	⇒ 15 hours per month (variable) including meetings

MEMBER WITHOUT PORTFOLIO (KAMG CAN HAVE UP TO 20 COMMITTEE MEMBERS IF REQUIRED)

Experience:	<ul style="list-style-type: none">⇒ Have skills, knowledge and experience in an area, or areas, that support and/or can help expand the aims and improve the achievements of KAMG.⇒ Be a self-starter who is a team player and can make things happen.
Key tasks:	<ul style="list-style-type: none">⇒ Support or lead agreed initiatives according to the needs of the Group at any particular time
Time required:	<ul style="list-style-type: none">⇒ 10 hours per month (variable) including meetings