**Mid Yorkshire Advanced Motorists**

**Group Local Rules or Standing Orders**

**Appendix 1**

**Committee Officer and Member Roles**

The roles of the Officers and Members of the Group Committee shall be as per those outlined in the IAM RoadSmart Group Guidelines and Handbook 2017. The following additional duties and responsibilities specific to the MYAM Group have been added:

1. **President**

It is not essential for a local Group to have a President, but it may be an advantage. A President may add to the standing of a local Group within its area of operation. A President and / or Vice President are not required to be Members of IAM RoadSmart. Chief Constables, Senior Police Officers, and Road Safety Officers may be appropriate for such a position, but there may be other candidates worthy of consideration.

1. **Vice President**

A local Group may appoint Vice Presidents as it wishes. It is recommended such appointments are not made in recognition for past services (where Honorary Membership may be more appropriate) but are made with future benefits to the local Group in mind.

1. **Chairman**

3.1 Summary of Role

The Chairman is:

* part of the local Group Committee and is a Trustee.
* leads the local Group Committee
* ensure the Group operates in accordance with the guidelines set out by The Charities Commission and IAM RoadSmart (in the Group Guidelines and Handbook 2017)
* ensures the Group engages and embraces IAM RoadSmart standards and strategy.

3.2 Key Responsibilities and Tasks

* Be in overall control of the activities of the Group.
* Lead the elected and co-opted Committee Members and be in overall control of the activities of the Group.
* Have an understanding of how to chair meetings.
* Consult with other members of the Group Committee as appropriate when it is necessary to make decisions out of Committee. These decisions must be ratified at the next Committee meeting.
* Encourage and maintain contact with IAMR Head Office and other AMR Groups.
* Provide support for all Committee Members, Group Members, and Group Associates.
* Control and maintain a record of privileged access of Officers to DTE, Group website, etc.
* Continue to grow the Group.
* Chair Group Committee Meetings, attend meetings and local events where appropriate, and be a visible presence and key representative of the Group at local events.
* Attend National and Regional IAM events and meetings.
* Have a deep understanding of the Group dynamics and the ability to motivate the Group Committee and Group Members.
* Establish a good working relationship with the Group Officers.
* Act as a signatory to the Group’s bank/savings account/s.
* Be prepared to hold this post for a period of no more than three years. There may be a minimum break of one year before accepting nomination for this post again.

3.3 Key Skills

* Good interpersonal skills.
* Experience of previously holding one or more of the other officer positions on the Committee.
* An appropriate level of leadership skills commensurate with the role.
* Knowledge and use of the internet (including e-mail).
* The ability to deal with all procedural issues as and when they occur.
* The ability to self-evaluate and ensure appropriate succession-plans are in place.

1. **Vice Chairman**

4.1 Summary of Role

* The Vice Chairman is a Member of the local Group Committee and a Trustee of the Group.
* Act as deputy for the Chairman in his/her absence.
* Act as future Chairman in training. For this reason, the Committee should avoid electing the immediate past Chairman to this post.
* Oversee events, publicity, and special activities or promotions if required.

4.2 Key Responsibilities and Tasks

* Deputise for the Chairman in his/her absence.
* Be an active source of guidance for the Group’s Events and Publicity Officer/s.
* Provide support for all Group Committee Members, Group Members, and Group Associates.
* Become a visible presence and key representative of the Group at local events if required.
* Continue to grow the Group.
* Attend National and Regional IAMR events and meetings as and when required.
* Attend local events where appropriate.
* Act as a signatory to the Group’s bank/savings account/s.

4.3 Key Skills

* + - Good interpersonal skills.
    - Appropriate level of leadership skills commensurate with the rôle.
    - Knowledge and use of the internet (including e-mail)

1. **Secretary**

5,1 Summary of Role

* The Group Secretary is a member of the local Group Committee and a Trustee of the Group.
* Provide the link between the Group, IAM RoadSmart Head Office, other organisations, and members of the public.

5.2 Key Responsibilities and Tasks

* + - * Have a good understanding of Group Rules and committee proceedings.
      * Record Minutes of Committee Meetings and General Meetings.
      * Ensure that the Group Rules are followed during all Committee and General meetings.
      * Organise the AGM.
      * Ensure notices are issued on time.
      * Circulate, collect, and collate Committee nomination forms.
      * Request, collate, and print AGM reports.
      * Record and type the AGM minutes.
      * Forward AGM minutes and financial report to IAM Head Office.
      * Inform IAM Head Office of any changes in Group Officers.
      * Ensure DTE is updated to show all changes in Committee Members.
      * Respond to queries from Members/potential Members concerning IAM RoadSmart, its aims and objectives, and encourage enrolment.
      * Complete risk assessment forms as required.
      * Submit Annual Reports.
      * Provide support for regular Committee meetings and General meetings:
      * preparation and circulation of agenda to all Committee Members seven days prior to the meeting.
      * circulation of minutes of previous meeting to all Committee Members seven days prior to the meeting.
      * record minutes of the meeting.
      * Report and deal with all correspondence from IAMR Head Office and other sources.
      * Book venues for meetings and events.
      * Maintain the Group’s library of documents; file and maintain records of all Committee and General meetings; hold all relative correspondence from the Charity Commission; hold all other information deemed necessary to the Group.
      * Order Group stationery.
      * Ensure the risk assessment is up to date and re-visited annually.
      * Forward Remittance Advice notifications to Group Treasurer and Group Membership Secretary.
      * Update DTE; manage and monitor DTE in all aspects relating to Group Members.
      * Ensure all information destined for the Membership is circulated as soon as possible, i.e. Insight, Group news, etc.
      * Maintain records at the Charity Commission; update records as required and submit Annual Reports.
      * Act as a signatory to the Group’s bank/savings account/s.
      * Deal with Membership enquiries; follow up on complaints and Membership enquiries, which are unable to be dealt with at a local level.
      * Attend, as appropriate, National and Regional IAM events and report to Group Committee on outcomes.
      * Respond to requests from members of the public for information concerning Group activities.
      * Apply to IAM Head Office for grants through ROM.

***Note:***  *It is anticipated that some tasks will be delegated, e.g. taking minutes of meetings, but it is the responsibility of the Group Secretary to ensure these tasks are completed correctly.*

5.3 Key Skills

* + - * Good interpersonal skills.
      * IT literacy.
      * Knowledge and use of the internet (including e-mails).

**6. Treasurer**

6.1 Summary of Role

* The Treasurer is a member of the local Group Committee and a Trustee of the local Group.
* Maintain accurate records of all the financial transactions of the Group.

6.2 Key Responsibilities and Tasks

* + - * Maintain a simple current bank account in the name of the local Group, plus a deposit account. A mandate will be required for signing cheques / authorising electronic payments.
      * Provide regular and accurate reports to the Group Committee.
      * Provide data to the Group Secretary as required by IAM RoadSmart Head Office.
      * Advise the Membership Secretary of all Group subscriptions received.
      * Collate information from the bank(s), IAM RoadSmart Head Office, and other sources to update the Treasurer’s records.
      * Maintain proper records of the receipts, payments, assets, and liabilities of the Group.
      * Ensure that Gift Aid Relief is claimed annually from HMRC.
      * Balance and close yearly accounts and immediately submit to the Auditor (or Examiner) for independent review.
      * Submit the audited/examined balance sheet for publication to Group Members.
      * Submit audited/examined accounts at the AGM for endorsement/ acceptance by the Group Membership.
      * Ensure that the Annual Return and Annual Accounts are submitted to IAM Head Office and The Charity Commission on time.
      * Act as a signatory to the Group’s bank/savings account/s.
      * Ensure funds are set aside for maintenance, repair, and possible eventual replacement of equipment owned by the Group.

6.3 Key Skills

* + - * Good interpersonal skills.
      * Working knowledge of a spreadsheet programme (preferably Microsoft Windows Excel).
      * Knowledge and use of the internet (including e-mail).

1. **Membership Secretary**

7.1 Summary of Role

* The Membership Secretary is a member of the local Group Committee and a Trustee of the Group.
* Maintain an accurate record of all local Group Members and Associates using IAMR’s DTE system.

7.2 Key Responsibilities and Tasks

* + - * Inform the Chief Observer of any new Associates
      * Provide data to the Group Chief Observer and Group Secretary as required by IAMR Head Office.
      * Ensure the Group Treasurer can reconcile membership income with active Members.
      * Ensure Membership fees are paid at the appropriate time and notified to the Group Treasurer.
      * Be the Group’s Data Protection Officer.
      * Ensure all information on Full and Associate Members is received from Head Office, recorded, and kept updated on DTE system.
      * Collect all Group Membership subscriptions and follow up with each Group Member who has not paid his/her subscriptions within the time allowed.
      * Be first contact point for enquiries from the Group’s website.
      * Contact each new Member or Associate Member with a “welcome” communication and an invitation to Group meetings.
      * Provide an analysis of Members to the regular Group Committee meetings.
      * Inform the Newsletter Editor of any new Members, test passes, etc.

7.3 Key Skills

* + - * Good interpersonal skills.
      * IT literacy.
      * Knowledge and use of the internet (including e-mail).
      * Adept in the use of the IAMR DTE system.

1. **Newsletter Editor**

8.1 Summary of Role

* Preparation and circulation of the local Group newsletter (“Are We There Yet?”).

8.2 Key Responsibilities and Tasks

* Check information issued by Head Office and other relevant bodies.
* Ensure Group Members are notified of any relevant information issued by the above bodies.
* Ensure Group Members are notified of all Group events and meetings via the newsletter.
* Collection and/or reproduction of suitable articles and photographs for the newsletter.
* Ensure the newsletter is issued on time and circulated to all Group Members by e-mail or post.

8.3 Key Skills

* + - * Good interpersonal skills.
      * IT and DTP skills.
      * Knowledge of photography.
      * Knowledge and use of the internet (including e-mail).

**9. Chief Observer**

9.1 Summary of Role

* The Group Chief Observer is a member of the local Group Committee and a Trustee of the local Group.
* Oversees and co-ordinates the training and operations of all Group Observers and the guidance of all Group Associates

9.2 Key Responsibilities and Tasks

Management of Associates

* + - * Receive new Associate details from the Membership Secretary.
      * Receive requests for Pre-Test Assessments from Observers and allocate them to National Observers as required.
      * Record test dates and test results.
      * Review the progress of Associates with Observers as necessary.
      * “Pool” non-performing Associates or reallocate to other Observers if necessary.

Management of Observers

* + - * Recruit new Trainee Observers.
      * Organise and assist with Observer Training Sessions.
      * Allocate Trainee Observers to IMI National Observers (Local Observer Assessors).
      * Conduct IMI Local Observer final assessments.
      * Conduct IMI National Observer training sessions and mock assessment sessions.
      * Ensure Observer/training meetings are held as required.
      * Identify Local Observers for progression to National Observer.
      * Maintain and oversee observing standards across the Group.
      * Encourage attendance at Skill Check and Observer training events.
      * Ensure all Local and National Observers are and remain fully qualified.

Group Activity

* + - * Attend Group Committee meetings.
      * Advise the Group Committee of potential new Local and National Observers.
      * Attend Group social events as required.
      * Liaise with IAMR Head Office, the Membership Secretary, and the Group Officers as required.
      * Monitor results of Observing activity and maintain necessary statistics.
      * Ensure own qualifications are kept up to date.
      * Provide opportunities for existing Members to refresh their skills (Skill Check).

Regional Activity

* + - * Attend Chief Observer meetings as and when called.
      * Attend Regional events as required.
      * Attend other Regional meetings as required.

***Note:*** *Any of the above tasks may be delegated to other members of the Observer Team but overall control must be retained by the Group Chief Observer to ensure the tasks are completed.*

9.3 Key Skills

* Hold at least an IAM National Observer qualification (and preferably a Masters qualification).
* Be a registered Local Observer Assessor.
  + - * Excellent interpersonal skills.
      * Good IT Skills.
      * Knowledge and use of the internet (including e-mail).
      * Adept in the use of the IAMR DTE system.

**10. Associate Liaison**

10.1 Summary of Role

The Associate Liaison reports directly to the Group Chief Observer and ensures that Associates progress towards their IAM Test through appropriate on-going interaction with their Observer, the Associate Liaison, the Chief Observer, and other Members of the Group.

10.2 Key Responsibilities & Tasks

* + - * Make initial contact with Associates, welcome them to the Group, and explain the way forward.
      * Allocate an appropriate Observer to each Associate.
      * Provide on-going support to the Associates and Observers.
      * Monitor Associates’ progress towards the IAM Test.
      * Promote the Group to Associates.
      * Appraise the Chief Observer of Associates’ and Observers’ activities as appropriate.
      * Make contact with Associates immediately prior to the IAM Test and ascertain the result after the Test.
      * Congratulate Associates on pass; advise appropriate Officers; send Advanced Driving Questionnaire; and monitor results.
      * In the event of a test failure, allocate the Associate to the current or a new Observer as deemed necessary.

10.3 Key Skills

* + - * Good interpersonal skills.
      * Knowledge and use of the internet (including e-mail).
      * Adept in the use of the IAMR DTE system.

**11. Webmaster**

11.1 Summary of Role

* + - * The Webmaster is a Member of the local Group Committee and is a Trustee of the Group.
      * Responsible for the maintenance and control of the Group website.
      * Responsible for advising the Group Committee on Information Technology issues and progressing as appropriate.

11.2 Key Responsibilities and Tasks

* + - * Be a source of guidance to the Group Committee on all website and IT issues.
      * Ensure that all events, dates, and information on the Group website are updated regularly, so that it is an effective source of information for the general public and all Members.
      * Review periodically all of the content on the website and arrange for updating/improving as appropriate.
      * Liaison with IT staff at IAM Head Office on all IT issues.
      * Location and solution of any website-related problems.
      * Preparation and updating of the Group website calendar.
      * Coach and advise other authorised Members who may have access to restricted areas on the website.

11.3 Key Skills

* + - * Good interpersonal skills.
      * Excellent knowledge of IT and websites.
      * Detailed knowledge of the IAMR Website.
      * Knowledge and use of the internet (including e-mail)

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**12. Events Co-Ordinator**

12.1 Summary of Role

* Organising the Group’s attendance at any or all external events, e.g. car rallies,

12.2 Key Responsibilities and Tasks

* Liaising with organisers of external events.
* Liaising with Local Authority representatives.
* Keeping the Committee fully aware of events.
* Completing application and risk assessment forms.

12.3 Key Skills

* + - * Good interpersonal skills.
      * IT literacy.
      * Knowledge and use of the internet (including e-mails).

**13. Group Voluntary Positions**

13.1 **Observers**

Observers are required to:

* + - * Ensure their Observer qualification is kept up to date.
      * Maintain contact with their Associate(s).
      * Arrange regular observed runs with their Associate(s).
      * Ensure all paperwork regarding the Associate and the runs is accurately recorded and forwarded to the Chief Observer, Membership Secretary, and/or Chairman if requested.
      * Report to the Chief Observer and Membership Secretary any loss of contact with their Associate(s) after a period of three weeks.
      * Report any problems promptly to the Chief Observer and/or to the Membership Secretary.
      * Attend Observer Training events as required.
      * Attend regular Skill Check Drive events as often as possible.

13.2 **Associates**

Associates are required to:

* + - * Maintain contact with their Observer.
      * Agree to regular observed runs with their Observer.
      * Attend regular Skill Check Drive events.
      * Report any difficulties or personality differences immediately to the Chief Observer.
      * Abide by the requirements listed in the Welcome Pack issued at the commencement of the course.

***Note:* Associate Guidance**

Where possible, in order to avoid compromising guidance, a Group Observer should not be assigned to an Associate who is either a family member or a close friend.

In such a case, the Group Observer should inform the Chief Observer immediately, so that another Observer may be allocated.