



## EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

ABPCO is managed by an Executive Committee drawn from, representative of and responsible to its membership. Members of the Committee are registered with Companies House as Directors of ABPCO.

### Responsibilities

- **Outreach** – monitoring emerging industry trends, needs, expectations and problems and soliciting input from the broader Association Membership and key industry stakeholders.
- **Leadership** – govern the framework and vision of ABPCO, maintaining a forward-looking perspective, ensuring the evolution, capacity, and robustness of the Association so it stays organic.
- **Operations** – overseeing the operational structure and operational delivery including accountability functions, protecting the integrity of the Association and demanding results-led processes.
- **Ambassadorial** – promoting ABPCO to its internal and external communities based on the vision of the Association, ensuring the interests of the members and other key stakeholders are represented and lending their positional, professional and personal credibility to the Association through their position on the Executive Committee, whilst avoiding any personal conflicts of interest.
- **Self-Reflection and Assessment** – regularly reviewing the functions and effectiveness of the Executive Committee itself and assessing the level of trust within the Committee and the quality of the group process.

In day-to-day practical terms the output of these responsibilities will include the following:

### CHAIRS

1. To provide leadership for the Association and represent the Executive Committee.
2. Manage and support the Association Director, developing service level agreements, managing contracts and monitoring delivery on an ongoing basis.
3. To ensure the association has a governance structure that is appropriate.
4. Chair Executive Committee meetings and take overall responsibility for the delivery of the Business Plan and Budget including signing off audited accounts.
5. Produce Chairmen's Report for and Chair AGM.

### TREASURER

1. Approve and manage the Association budget.
2. Manage the Association's cash-flow, creditors and debtors.
3. Monitor and advise on the financial viability of the association and financial implications of strategic plans.
4. Approve AD expenses and monthly fee and any Executive Committee expenses.
5. Act as a signatory for bank accounts.
6. Prepare Treasurer's report for the AGM and ensure that audited accounts are approved and ready in time.

### ALL EXECUTIVE COMMITTEE MEMBERS

1. Represent ABPCO Members within relevant membership category on the Executive Committee.
2. Contribute to the management and running of the Association through input into ABPCO's business planning and participating in the executive committee meetings and taskforce structure.
3. Represent the ABPCO Executive Committee at ABPCO events.
4. Develop industry relationships to further enhance member benefits and introduce new members and supporters where possible.
5. Act as the public face of ABPCO; representing ABPCO in appropriate channels - PR, social media or at relevant industry meetings and events and act as host at ABPCO events.
6. Chair and manage taskforce and taskforce outputs (once appointed) that support the annual business plan and/or project initiatives that support membership benefits.

## GENERAL EXPECTATIONS

1. Regularly attend and actively participate in executive committee meetings (minimum 2 out of 3).
2. Make a serious commitment to participate in executive committee and taskforce work.
  - a. Prepare for and actively contribute to committee and task-force discussions and deliberations.
  - b. Provide any required reports to the executive committee in a timely fashion for the executive meetings.
3. Foster positive working relationship with other executive committee members – building a collegiate working relationship that contributes to consensus.
4. Attend the Annual AGM, Excellence Awards and Festival of Learning.

If any executive member proves not to commit pro-actively as outlined, then the Association Director and/or Chairs reserve the right to informally discuss any support that the executive member needs to help them fulfil their responsibilities. If this cannot be agreed, then they will be asked to resign their position.

Should a member of the executive resign mid-term (for any reason) then as per term 6.6 in the constitution the executive can agree to co-opt an additional member (up to a maximum of 2 co-opted members).

Should a chair/joint-chair resign mid-term then the executive will be asked to nominate a replacement joint-chair from within the appropriate voted executive members until the next official round of voting. If this is not possible, then the remaining chair will continue alone until the next round of voting as per 6.7 in the constitution.

## EXPENSES

Executive members are entitled to claim the following expenses per year, to support their role on the executive:

- Transport expenses to attend the face-to-face strategy day (not accommodation)
- Registration for either the Festival of Learning or the ABPCO Awards event.  
If you prefer you can 'pay it forward' and offer your ticket to a student, you would like to support to attend.

### To claim:

Email your tickets or booking confirmation to Heather along with bank details for re-imburement.

Claims must be made within 6 weeks of the event date.

### Criteria/guidelines:

- Please consider the most sustainable way to travel.
- To ensure best ticket prices trains or flights should be booked in advance (ideally at least 3 weeks). Advance and off-peak tickets are usually the cheapest options.
- On the day tickets will only be reimbursed for the amount the ticket would have cost if purchased 3 weeks before.
- ABPCO will re-imbure standard class tickets only, unless, where first class travel is cheaper (proof to be provided with your claim).
- Milage will be re-imbursed at 50p per mile
- Parking costs can be claimed but fines or penalties cannot.
- Car and taxi shares are encouraged where possible.