



**You and The Area Committee**

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## **Credits:**

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## You and The Area Committee

The elections for the Area Committee are held each May at the Area Conference, and the newly elected committee take over at the beginning of June. The term of office lasts for a year to allow increased continuity and time for projects and plans to be formed and turned into results. Sure, there are downsides, like giving up an hour or two a week, gathering for a meeting every month or two and occasionally having to go out to a Group when you'd rather just stay in or go to the pub, but these are outweighed by the positive things.

The rewards of being part of the Area Committee are numerous. They include the feeling of being part of something bigger than yourself, or your Group; the sense of achievement in seeing your efforts turn to results; and meeting more people and the making of yet more friends.

The Area Committee is too often seen as different from the Groups and members of 18 Plus. The reality is this cannot be further from the truth. The Area Committee (or AEC (Area Executive Council) to give it its formal name) is made up of normal everyday members of 'Plus. Members just like you.

There are no set criteria or qualifications required to stand on Area, only a belief in yourself and the enthusiasm to make things happen. To do most of the roles, apart from perhaps the Chairman, Administrator & Treasurer, you don't even need to have been a member for long. What you may lack in knowledge about 'Plus will be more than compensated for by your enthusiasm. Whatever role you are interested in, there is never a shortage of people willing to offer you whatever assistance you might need. You only have to ask.

To give you an idea of the basic responsibilities, the various Area posts are outlined in this guide. For more information on specific roles there are individual "job specs" available, just ask your Group Chairman or Secretary, or speak to current Area Committee. They won't bite – just as you won't when you're doing the role!

# The Committee Positions

## Area Chairman

The leader of the Area Committee team, the Chairman, like that in a Group, oversees the smooth running of the committee and Area as a whole. To do this you will need to be organised, personable and approachable. You are the “figurehead” of the Area and ultimately responsible for all that happens within it. You have few specific tasks, but are there to lead and encourage others and to ensure all aspects of the Area including the Groups are fulfilled to the best advantage. You might be faced with difficulties or disputes that will need you to use your skills of diplomacy and you will be open to your own, or other’s, ideas of improvement, with the ability to see a good idea and make it happen. Besides chairing the Area’s own meetings, you will also be part of the National structure of 18 Plus and have a say in decisions at that level also.

## Area Administrator

The main responsibilities are to keep and maintain minutes and records of Area Groups and Committee Meetings, update action lists and book venues for meetings and some of the events. The holder of this position works closely with the Chairman on the general matters of the Area, and deputises for them in their absence.

## Area Treasurer

Much like a Group Treasurer, the Area Treasurer’s role is to look after the money and cash flow of the Area’s own accounts, and is therefore a role with a certain level of responsibility. No accounting qualification is required, but you do need to be able to keep the accounts up to date, on budget and provide regular balance sheets to the committee, and the Groups at meeting times, as well as the issue and control of invoices for events and levies. Whilst the Area Treasurer has no direct day-to-day involvement with any of the Group’s accounts, they are responsible for keeping on each Group’s financial well being, helping to ensure that difficulties are avoided.

## Memberships Officer

The Memberships Officer will be responsible for keeping the Area’s membership records up to date, processing Membership applications, and generally administrating the Membership database. You will need to be *au fait* with MS Excel or another compatible Spreadsheet program, and have your own computer. Most importantly, you will need to be able to spare time for processing the applications – which is not so hard when you consider there will be on average three per week.

## Activities Officer

Responsible for the activities and events put on by the Area Committee, this person co-ordinates,

with the help of others if necessary, the booking of venues, organising, publicising and running of all manner of things that are decided to be run by the Area. The role is suited to an active person with new ideas.

## **Competitions Officer**

Similar to the Activities Officer, this person co-ordinates, again with the help of others if necessary, all things of a competition nature. These include the various Area competitions such as the RGT events, knock out and Footsore competitions. Although not necessarily of a sporting nature yourself, you need to have a flair for organisation.

## **Publicity & Recruitment Officer**

The Area PRO does not necessarily write loads of press releases – unless they want to. The main role for this job is to assist Groups, help where necessary, and arrange periodical forums for Group PROs to get together to share ideas. The Area PRO is also the one who seeks out larger advertising opportunities throughout the Area and liaises with such contacts regarding advertising bookings and articles etc

## **Development Officer**

This is the person on the Area Committee whose main responsibility is to seek out opportunities for opening new Groups. This is however not necessarily a lone task as often help is sought from others outside of the Area Committee. This role also plays a leading part in co-coordinating re-development and resources to appropriate Groups in need

## **Training Officer**

18 Plus is more than just a social organisation. Traditionally it has also provided its members with the opportunity for self-improvement. Training is all about making people more confident, not just about participating in 18 Plus (e.g. as a Committee officer), but also in work and life generally. As Training Officer you will identify people's training needs, and then make sure they get the help they require. You do not have to provide the Training all by yourself! In our Area and beyond there are a number of individuals who are willing to help you provide training ... but it will be your job to liaise with them.

## **Diary Keeper**

As the title suggests, this is the person to whom the Area Committee and the Area as a whole look to keep the Area Diary up to date. Ideally, such a person should have access to a suitable computer, as the diary is computer based. The holder of this position is the one contacted by the Groups and others wishing to book a date for an event. It is not an overly demanding role, allowing time to become involved in other aspects of Area, if you wish.

## **General Committee Members**

GCMs as they are more usually known do not usually have a pre-defined role. This role exists to give assistance to the other members of the Area Committee by the GCMS post holders, but more importantly, it allows those GCMs to gain an insight into the responsibilities and tasks of the Area Committee as a whole, and give those the best possible opportunity of training towards further responsibilities on Area.