



WELCOME TO WINDSOR FOREST INTRODUCTION TO THE COMMITTEE



- ◆ Duties of WFTR committee,
 - ◆ Group Leader
 - ◆ Treasurer
 - ◆ Events Secretary
 - ◆ Membership Secretary



GROUP LEADER RESPONSIBILITIES



- ◆ To be the TR Register lead for the WFTR group.
- ◆ Be the focal point for coordinating the running of the group.
- ◆ Represent the views, feedback and concerns of members either direct to management committee or through the area coordinator.
- ◆ Maintain historical records and documentation to reflect and record group business.



TREASURER RESPONSIBILITIES



- ◆ To maintain the group accounts on behalf of the membership.
- ◆ Maintain a bank account where group funds are retained.
- ◆ Receive and make payments in accordance with requirements of the group.
- ◆ Produce and maintain accurate documentation and publish monthly financial reports to the committee.



EVENTS SECRETARY RESPONSIBILITIES



- ◆ To maintain in year coordination of planned runs, shows, functions and activities by means of the group website.
- ◆ Seek to populate a next calendar year forecast of runs, shows, functions and activities.
- ◆ Encourage members to make suggestions for runs, shows, functions and activities and, if possible, for them to take a hand in their planning and delivery.
- ◆ Maintain stats and data to be used as future planning tools.



MEMBERSHIP SECRETARY RESPONSIBILITIES



- ◆ To maintain a Group membership list within GDPR requirements.
- ◆ Update the membership list with joiners and leavers to the group as notified by the TR Register.
- ◆ Maintain an up-to-date Mailchimp database for communication with group members (opted in).
- ◆ Maintain stats and data to be used as planning tools.



ANCILIARY SHARED RESPONSIBILITIES



- ◆ To maintain a group website.
- ◆ Conduct regular committee meetings to discuss and agree on group business (usually by Zoom).
- ◆ Develop and publish a monthly newsletter to keep all apprised of relevant information.
- ◆ Maintain a register of possessions (Gazebo, banner etc.) together with current locations.
- ◆ Write and submit group news articles for TR Action magazine.
- ◆ Manage and run the fundraising raffle.