

JOB DESCRIPTIONS.

CHAIR.

1. To uphold the rules and constitution of the IBRG.
2. To ensure that standing orders and normal rules of debate are complied with.
3. In conjunction with the Secretary, to draw up an agenda for meetings. To read said agenda at commencement of meetings.
4. To ensure that a quorum is in existence throughout meetings.
5. To ensure that meetings are conducted fairly, impartially and in a proper manner at all times.
6. To attend all meetings of the LRC.
7. To decide on all matters of order, competency and relevancy.
8. To adjourn or suspend any meeting in the event of continued disregard of standing orders or of any grave disorder.
9. To represent the LRC at national meetings or delegations with the previous approval of an LRC meeting.

VICE CHAIR.

1. To attend all meetings of the LRC.
2. To deputise for the Chair in his/her absence and fulfil all or part of the Chair's functions according to circumstances.

SECRETARY

1. To attend, convene and minute all meetings.
2. To conduct the correspondence of the LRC and keep the council informed of all such correspondence.
3. To ensure that all minutes etc are circulated to Branch Secretaries at least two weeks prior to LRC meetings.
4. In conjunction with the Chair, to draw up an agenda for meetings.
5. To act on all occasions under the direction of the LRC.

TREASURER.

1. The funds of the LRC to be kept in a bank approved by an LRC meeting and no financial liabilities to be incurred or payments made except under a special or general authorisation of a LRC meeting.
2. To receive all monies payable to the LRC and issue receipts accordingly.
3. To pay all liabilities of the LRC as directed by an LRC meeting.
4. To keep a debtor and creditor account and submit a written financial report to each LRC meeting and a financial statement to the LRC AGM.
5. To investigate any claims or liabilities incurred by any member of the LRC and receive such information or explanation as to enable him/her to make recommendations to the LRC with regard to payment.

PRO.

1. To act on all occasions under the direction of the LRC.
2. To ensure that any statements issued on behalf of the LRC are in accordance with the rules, constitution and policies of the IBRG.
3. To accomplish No2 above, attend delegations, meetings etc as directed by LRC.
4. To communicate with the media on behalf of the LRC and with their authorisation.
5. To publicise decisions, events and activities etc of the LRC both within and without the organisation and with the agreement of a LRC meeting.
6. To obtain information on LRC activities by liaison with other officers of the LRC and, where appropriate and requested, to publicise according to No5 above.

BRANCH ORGANISER/MEMBERSHIP SECRETARY.

1. To co-ordinate LRC activity with regard to the formation of new branches within the London region.
2. In accordance with the above to contact neighbouring IBRG branches to arrange support of inaugural meetings.
3. In accordance with the above to liaise with PRO to ensure adequate publicity of inaugural meetings.
4. In conjunction with PRO to supply new London branches at the first meeting following their inaugural meeting with copies of IBRG constitution, rules, policies etc and advise them regarding IBRG structure.
5. To liaise with the national membership secretary to ensure that individual IBRG members are allocated to relevant branches.