



# Berkshire Ornithological Club

## Duties of Ordinary Committee Members

There are six Ordinary Members of the Committee. They are elected by the members of the Club at the Annual General Meeting and serve for a period of three years. At the expiry of such period, a retiring Ordinary Member is not eligible for re-election until at least one further year has elapsed.

All Ordinary Members of the Committee are automatically Trustees of Berkshire Ornithological Club and are registered as such with the Charity Commission. The generic responsibilities of Trustees are laid down in the Charity Commission leaflet '*The essential trustee: what you need to know, what you need to do*' (available from the Hon. Secretary on request) and on the Charity Commission's website at <https://www.gov.uk/guidance/charity-trustee-whats-involved> .

The specific responsibilities for Ordinary BOC committee members are to:

- represent the views of the membership of the Club
- make attendance at committee meetings (normally 4 per year) a priority, take an active part in such meetings and be prepared for such meetings by reading any documents issued prior to the meeting
- act in the best interests of the Club and abide by the Club constitution when taking decisions in committee
- be willing to assist in activities required to implement decisions made by the committee
- be willing to take on responsibilities involved in running the Club as requested by the committee, which may include being a member of one or more sub-committees.

Sally Wearing

Hon. Secretary

December 2016