



# Berkshire Ornithological Club

## Duties of Executive Officers

There are three Executive Officers on the Committee that comprise a Chairman, Honorary Secretary and Honorary Treasurer.

All Executive Officers shall be re-elected each year at the Annual General Meeting. No person shall serve as Chairman for more than three consecutive years.

All Executive Officers 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> .

In addition to the duties specific to a role, Executive Officers are to:

- represent the views of the membership of the Club
- attend committee meetings (normally four per year), take an active part in such meetings and prepare for these meetings by reading the 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.

Jane Campbell

Hon. Secretary

March 2022