



National Executive Committee

Role Profiles

Chair

The Chair has the responsibility to lead the NEC while representing the vision and purpose of the Guild. They will ensure that the NEC functions properly and coordinates the strategic plans of the Guild. They will make sure there is full participation at meetings, all relevant matters are discussed and effective decisions are made and carried out for the benefit of members of the Guild. The Chair will represent the Guild at external meetings and functions and will oversee, encourage and support the work of all regional committees. The Chair will prepare an annual report for the AGM.

Secretary

The role of the Secretary is to manage the governance of the Guild and the day-to-day administration, deputising for the Chair when required. The Secretary will liaise with the NEC to prepare agenda, record minutes/actions and circulate and will deal with all correspondence relating to the Guild. The Secretary, alongside the Communications Coordinator, will maintain the Guild website and social media platforms to ensure they are relevant and up to date. The Secretary will prepare an annual report for the AGM.

Treasurer

The overall role of the Treasurer is to maintain an overview of the Guild's financial affairs, ensuring its viability and update the NEC at every meeting. They will ensure that proper financial records and procedures are recorded and maintained, as well as overseeing the collection of subscriptions and donations. The Treasurer will prepare the Guild accounts and the annual report for submission to auditors prior to presentation at the AGM.

Membership Secretary

The Membership Secretary will maintain an up-to-date database of the current membership of the Guild. They will deal with all member enquiries in a timely and efficient manner, administer new membership applications and deal with annual renewals and subscriptions. The Membership Secretary will also look at activities toward membership retention and prepare a report for the AGM.

Events Coordinator

The main purpose of the Events Coordinator is the responsibility for organisation, marketing and successful delivery of all Guild events and activities and to also help with any regional events. They will meet with sponsors and other organisations as necessary to discuss and plan events, communicating to and promoting the involvement of members.

Fundraising Coordinator

The Fundraising Coordinator will seek to increase individual and group contributions by building positive relationships with suitable organisations. They will inspire members and supporters to raise money and work closely with the events coordinator exploring new fundraising activities as well as organising traditional fundraising events.

Communications Coordinator

The Communications Coordinator will organise any necessary press releases and explore opportunities for publicity among all relevant Catholic organisations and publications. They will keep the Guild website and social media platforms up-to-date and keep the NEC apprised on any trends and related news items that may require a positive response.

General Committee Member

As a general committee member, you will sit on the National Executive Committee and assist with the work of the NEC promoting the Guild; either by the committee delegating specific responsibilities to you or by being part of sub-committees.