

## Officer Roles and Responsibilities

The purpose of this document is to describe some of the different roles within the Forum and what they mean. The document covers:

- Executive Board Members;
- Executive Chairperson;
- Executive Vice Chairperson;
- Topic Focused Leads;
- Topic Focused Groups;
- Working Parties; and
- Officer Selection and Election procedures.

## The Role and Responsibilities of Executive Board Members

The Executive Board is made up of 16 members and up to 5 co-opted members (with equal membership rights). The Executive Board oversee the work of the Forum.

Executive members are expected to:

- attend regular meetings of the Forum's Executive
- participate in the work of the Forum
- active involvement with Topic Focused Groups, events and workshops
- play a key role in shaping and delivering the Forum's priorities.

### **Officer Roles and Responsibilities**

Executive members can become Topic Leads, who chair Forum Topic Focused Groups.

The Executive Board is responsible for making decisions about the use of the Forum's budget. This is retrospectively reported to the Annual General Meeting (AGM).

The Executive Board also elects the Executive Chairperson and Vice Chairperson, new Executive Board Members, and Topic Leads. These decisions are all reported and ratified at the AGM.

### **The Role and Responsibilities of the Executive Chairperson**

The Chairperson is expected to chair all regular meetings of the Forum's Executive and the AGM. The Chairperson ensures that there are agendas and papers for meetings.

The Chairperson acts as leader and principal spokesperson for the Forum. The Chairperson actively contributes to the Forum's work plan.

The Chairperson ensures that the Forum uses its funding effectively.

The Chairperson represents the Forum in discussions at regional and national level including meetings with officials from the Council, Welsh Government, and Cardiff and Vale University Health Board.

### Officer Roles and Responsibilities

The Chairperson forms good working relationships with officers in relevant local, regional, and national organisations.

The Chairperson encourages effective communication across the Forum.

The Chairperson develops and maintains a knowledge of older peoples' issues at regional and national level.

The Chairperson supports the work of the Topic Focused Groups and their Leads.

The Chairperson ensures there are effective policies and procedures in place to shape the work of the Forum. The Chairperson ensures these documents are reviewed as required.

The Chairperson ensures the attendance and contribution of Forum members is maintained to a high standard in line with the Forum's code of conduct and other policies.

The Chairperson promotes opportunities for Forum members to get involved in the work of the Forum. These include:

- participation in Topic Focused Groups,
- involvement in consultation,
- attending training and seminars, and
- other events.

### **Officer Roles and Responsibilities**

#### **The Role and Responsibilities of the Executive Vice-Chairperson**

The Vice-Chairperson fully supports the position, role, and duties of the Chairperson.

The Vice-Chairperson is prepared to take responsibility for the Chairperson's duties in times of their absence.

#### **Skills and Qualities of Executive Chairperson and Vice-Chairperson**

The Executive Chairperson and Vice Chairperson should possess or be able to develop the following skills:

- Good communication skills;
- Commitment to progress the Forum's priorities;
- Facilitate discussions and encourage debate;
- Willingness to listen;
- Maintain order without dominating;
- Good leadership skills;
- Plan and conduct effective meetings.

#### **Forum Topic Focused Groups**

The Forum has Topic Focused Groups which are open to all members of the Forum to attend.

### Officer Roles and Responsibilities

The Topic Focused Groups are led by the Forum's identified Topic Lead.

The Constitution confirms Topic Leads must be Executive members.

The election of Topic Leads is ratified by the Executive on an annual basis.

### Role and Responsibilities of the Topic Focused Group

The Topic Lead plans the Forum's response to the topic area. This can be in a variety of ways:

- regular coffee mornings
- regular Topic Focused Group meetings
- ad hoc Topic Focused Group meetings in response to emerging issues and consultations.

Topic Leads are responsible for supporting and reporting to the Executive Board and the AGM.

The Topic Lead acts as leader for the topic area.

Topic Leads highlight opportunities for Forum members including:

- Consultations
- Training
- Seminars

Topic Leads support and encourage members to attend.

### **Officer Roles and Responsibilities**

Topic Leads are expected to have or develop the same skills and qualities as the Executive Chairperson and Vice Chairperson.

### **The Role of Working Parties**

The Executive Board will occasionally ask members to volunteer for working parties to support different actions and priorities such as planning events and updating the website.

Working parties will report back progress to the Executive Board.

### **Officer Selection and Election**

#### **Executive Board Members**

Board members are selected when:

- an existing member comes to the end of their four-year term;
- a member leaves; or
- someone with specific skills is selected as a member or co-opted member.

The nominee will present an application form which is reviewed by the Executive Board.

The Executive Board will then decide in accordance with the Forum's constitution.

## **Officer Roles and Responsibilities**

### **Executive Chairperson and Vice Chairperson**

The Executive Board decides these roles on an annual basis. The Forum's overall membership ratifies the decision at the AGM.

Executive Members can nominate another member or themselves.

The standing officers automatically remain in office for a further term if there are no nominations. If there are other nominations, the nominees and standing officers can prepare a short speech or written presentation in support of their application. The officers are then selected by the Executive Board by secret ballot.

### **Topic Leads**

Members of the Executive choose these roles on an annual basis.

The standing officers automatically remain in office for a further term if there are no nominations.

If there are other nominations, the Executive can choose their own formal or informal process of selection.

The Topic Lead must be an Executive member. This is to ensure direct lines of communication between the Executive and any topic focused groups.