



Togo Union UK[®]

Unity is strength

Charity Registration No. 1113550

WHO DOES WHAT ?



THE VICE SECRETARY



- Assists the General Secretary in all his duties
- Would carry out certain roles of the General Secretary, by the delegation of the latter and would deputise for him/her in his/her absence
- Would, at meetings, keep a list of members' attendance and take notes of discussion and action points
- Responsible for Promotion and Marketing of Events
- Responsible for Youth Affairs
- Responsible for liaising with fundraisers and partner associations

THE ASSISTANT TREASURER



- Assists the Treasurer in managing the financial affairs of the association
- Would deputise for the Treasurer in the absence of, or act by delegation of the latter where appropriate
- Would assume the duties of the Treasurer in the event of unforeseen circumstances preventing the post-holder from fulfilling his/her duties
- In the above cases, the Chair would give the Assistant Treasurer mandate to fulfil [all] or [some] of the duties of the Treasurer

THE ASSISTANT ENTERTAINMENT OFFICER



- Assists the Entertainment Officer in his/her duties
- Would deputise for the Entertainment Officer in the absence of, or act by delegation of the latter where appropriate
- Would assume the duties of the Entertainment Officer in the event of unforeseen circumstances preventing the post-holder from fulfilling his/her duties
- In the above cases, the Chair would give the Assistant Entertainment Officer mandate to fulfil [all] or [some] of the duties of the Treasurer

THE ASSISTANT SOCIAL AFFAIRS OFFICER



- Assists the Social Affairs Officer in the provision of welfare support to members
- Would deputise for the Social Affairs Officer in the absence of, or act by delegation of the latter where appropriate
- Would assume the duties of the Social Affairs Officer in the event of unforeseen circumstances preventing the post-holder from fulfilling his/her duties
- In the above cases, the Chair would give the Assistant Social Affairs Officer mandate to fulfil [all] or [some] of the duties of the Social Affairs Officer



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THE END



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ROLES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS



WHO IS ON THE COMMITTEE?



- Chair
- General Secretary
- Treasurer
- Entertainment Officer
- Social Affairs Officer
- Vice Chair
- Vice Secretary
- Assistant Treasurer
- Assistant Entertainment Officer
- Assistant Social Affairs Officer

THE CHAIR



- Figure-head of the Association
- Agrees meeting agenda with the Secretary
- Chairs meetings
- Ensures meeting is quorate
- Ensures order and good conduct of meetings
- Has a casting vote when needed
- Settles disputes among members
- Liaises with and delegates to the Vice Chair and General Secretary when appropriate
- Authorises cheques together with the Treasurer and General Secretary
- Would authorise the delegation of duties to assistants in the absence of the relevant postholder

THE SECRETARY



- Keeps membership records
- Deals with association correspondence
- Organises events and meetings
- Prepares meeting agenda and takes minutes
- Receives apologies from absent members
- Produces and circulates minutes
- Signs cheques with the Treasurer and Chair
- Liaises with and delegates to the Vice Secretary where appropriate.
- Delegates to other committee members where appropriate

THE TREASURER



- Responsible for the association's finances
- Collects and banks members' dues
- Keeps records of members' dues payments
- Banks the Association's funds and has custody of the Union's cheque/paying-in books
- Signs cheques, with the Chair and Secretary
- Keeps the books of the association
- Responsible for budget control
- Presents financial reports/accounts as required
- Liaises with and delegates to the Assistant Treasurer as appropriate
- Liaises with the Union's Fundraisers

THE ENTERTAINMENT OFFICER



- Oversees the entertainment side of all events organised by the association
- Keeps all association's assets or instruments pertaining to entertainment (drums etc..)
- Organises trainings and workshops in Togolese dance, drumming, singing for both adults and youth
- Liaises with the General Secretary with the Treasurer on budget issues regarding entertainment events
- Liaises with and delegates to the Assistant Entertainment Officer when appropriate

THE SOCIAL AFFAIRS OFFICER



- Responsible for welfare support to members
- Informs the Chair and Secretary of issues to do with members' welfare (birth/illness/bereavement etc..)
- Makes first contact with and provides moral support to sick or bereaved members or their relatives
- Organises home visits to affected members
- Liaises with the General Secretary on welfare matters and with the Treasurer on budget issues
- Liaises with and delegates to the Assistant Social Affairs Officers where appropriate

THE VICE CHAIR



- Assists the Chair and steps in to fulfil the duties thereof, in the absence of the post-holder
- Oversees the work of special committees or sub-committees, whatever the case may be
- Would carry out certain duties of the Chair, by the delegation of the latter
- Would deputise for the Chair in the event of unforeseen circumstances preventing the post-holder from fulfilling their duties
- Responsible for media affairs and publicity