

Committee meetings are approximately bi-monthly in Leeds

Post:	Duties:
Regional co-ordinator	Chair & oversee matters at a regional level Provide line of communication to/from National board Keep the committee updated on developments at National and Europe level Attend Regional co-ordinator's meeting where possible Autumn Workshop Conferences
Deputy regional co-ordinator	Cover role of Regional Co-ordinator when RC unavailable
Secretary	Record and distribute minutes of meetings Produce agendas for meetings Keep committee members generally informed Collate & circulate feedback from events Receive bookings & payments for evening CPD events Provide acknowledgments of bookings Pass monies received to Treasurer Maintain secure repository of regional documents
Treasurer	Maintain accurate accounts of income & expenditure Submit annual accounts to national association through chair Provide receipts for payments Book venues for events and payment thereof Manage the bank account Keep all financial records securely
Regional website	Keep website up to date Do electronic mail-shots Securely maintain regional mailing list
Consultant's group secretary	Record and distribute minutes of Consultant's meetings Produce agendas for Consultant's meetings
Ordinary member	Where required, to communicate with National Accreditation sub committee Provide input to committee meeting discussions/decisions