



BRISTOL CITY SUPPORTERS TRUST

Bristol City Supporters Society Board Roles

Please find listed below a brief list of board positions to be elected and a summary of their key duties. The board consists of ten elected positions and two co-opted posts. The board meets monthly and each board member may sit on or lead sub-groups depending on the campaigns and priorities of the Trust.

CHAIRMAN

The role of the Chairman is to facilitate the smooth running of the Society Board, to act as a figurehead for the Trust and to help guide its strategic direction, by: -

- Providing leadership and focus to the board.
- Chairing board meetings and general members meetings.
- Setting and maintaining standards for the performance of the board.
- Leading on the appraisal and development of the board.
- Ensuring that the board is effective in its tasks of setting and achieving the Trusts strategic objectives.
- Striving to establish good working relationships with Bristol City Football Club and other groups associated with the club.

VICE-CHAIRMAN

The role of the Vice-Chairman is to deputise in the absence of the Chairman and to assist the Chairman in ensuring that policies and procedures become embedded and that strategies are realised, by: -

- Assisting the Chairman to ensure annually agreed aims and objectives become operational realities.
- Working with the Chairman and Company Secretary to manage arrangements for Trust General Meetings, open meetings and consultations etc.
- Convening and chairing meetings in the absence of the Chairman.
- Representing the Trust at key events and undertaking trustee surgeries.
- Assisting the Chairman (and the Trustees) to ensure appropriate policies and procedures are developed and implemented.
- Creating and managing relationships with stakeholders as required by the board and/or Chairman.

TREASURER

The role of the Treasurer is to maintain the Trusts accounts, ensure that all statutory returns are completed and returned on time and to implement policies and procedures such that the accounts show a true and fair view and that assets of the Trust are safeguarded, by: -

- Maintaining computerised records of books of account.
- Reporting the financial position on a regular basis.
- Recommending actions on financial matters to the board.
- Providing financial advice on business plans and projects.
- Preparing and submitting any statutory documents that are required.
- Facilitating the statutory audit of the Trusts annual financial statements.



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MEMBERSHIP SECRETARY

The role of the Membership Secretary is to recruit new members, ensure that existing members are kept informed and satisfied and to ensure the effective administration of members. They will:

- Liase with other board members to develop and implement initiatives to recruit and retain members.
- Update and maintain the membership database.
- Receive and resolve queries on membership.
- Work with the Treasurer to ensure that membership fees are paid and renewal forms are sent out on time.

BOARD MEMBER WITHOUT PORTFOLIO (Six Positions)

There are six Society Board members elected with no specific duties attached. Individuals holding these positions are free to commit as much or as little time as they wish and have the freedom to participate in areas which suit their skills or interests.

COMPANY SECRETARY

To enable the newly elected Society Board to choose the best person available volunteers are sought for this post. Anyone interested should contact the Election Working Group with their details.

The position of Company Secretary will not be elected and instead will be chosen by the newly elected Society Board. The secretary will be a non-voting role and although present at Society Board meetings is not counted as a Society Board member. The duties of the Company Secretary will include:

- Taking minutes of all meetings of the Society Board.
- Ensuring systems are in place to record and retain minutes for all Board and Sub-Committee meetings.
- Sending out of notices and other administration duties required by the Trust's constitution.
- Ensuring the smooth running and integrity of the annual elections.
- Providing advice to the board on the interpretation of the constitution and ensuring that appropriate advice is sought where necessary.
- Safeguarding the needs of members.