

## Summary of Worcestershire Society of Chartered Architects roles and responsibilities

**Compulsory roles** - These are required for the WSCA to be an RIBA society

Chair

- Chairs meetings
- Oversees all activities
- Signatory on WSCA bank account
- Attend West Midland Regional Council meeting (quarterly) & Local Members Forum (annual)
- Present the awards at the event

Treasurer

- Manages WSCA bank account
- Arranges payments: bookings, expenses etc
- Arranges invoices: e.g. awards entries if applicable etc
- Signatory on WSCA bank account
- Files end of year accounts
- Back-up to attend WM Regional Council and/or Local Members Forum on behalf of WSCA

Secretary

- Produce Minutes of meetings for circulation
- Circulate Agenda prior to meetings
- Book meeting venues
- Signatory on WSCA bank account
- Back-up to attend WM Regional Council and/or Local Members Forum on behalf of WSCA

**Useful roles** - These are helpful to share the load and assist with the running of the WSCA and the WAA

Fundraising co-ordinator

- Complete LIF applications
- Arrange any sponsorship required
- Christmas social funding

Communication co-ordinator

- Website (news, reports, photos, events, meetings etc)
- Twitter
- LinkedIn ?
- Email / Mail Chimp (GDPR)
- Press releases
- RIBA bulletins

Events co-ordinator

- Coordinate WAA launch event & speaker
- Book venue for awards presentation & coordinate
- Plan any visits / talks / CPD you fancy
- Book exhibition venues & coordinate installation
- Book Christmas social & any refreshments

Design & Publishing co-ordinator

- Design 'Call for Entries' document
- Check eligibility of WAA entries
- Design WAA summary board
- Arrange printing of boards
- Design, print & frame certificates
- Create slideshow for awards presentation event

Judges co-ordinator

- Contact proposed judges to invite them and arrange mutually suitable date
- Arrange judging afternoon: venue, plus judging notes, refreshments & thank-you gifts