

Bat Conservation Trust



Sample role specifications: chair, treasurer and secretary

Bat Group Chair

Position: Chair
Aim of position: To lead and organise the bat group
Reports to: The committee

Main tasks of position:

- Organise and chair quarterly meetings.
- Plan and develop the work of the group.
- Help to build the team and encourage trainees.
- Maintain good relationships with other conservation groups and local authorities.
- Act as the public face for the group.

Where a group is a registered charity:

- Ensure the group fulfils its responsibilities regarding governance of the charity.

Person Specification:

Skills and experience

- An interest and enthusiasm for bats
- Motivation
- Organisation skills
- Ability to lead events

Resources required:

Materials, resources, equipment, information

- Computer and email access (helpful to have a separate bat group email address)
- Telephone (ideally with answerphone)

Foreseeable expenses:

- Travel
- Phone calls

Bat Group Secretary

Position: Secretary

Aim of position: Administer the day to day activities of the group

Reports to: The committee

Main tasks of position:

- Coordinate agendas.
- Notify members of meetings.
- Prepare and circulate minutes.
- Circulate AGM papers to members.
- Deal with general correspondence.
- Book venues and other administrative matters.
- Manage online meetings (such as zoom).

Where a group is a registered charity:

- Assist the Chair in ensuring the group fulfils its responsibilities regarding governance of the charity.

Person Specification:

Skills and experience

- An interest and enthusiasm for bats.
- Ability to type and access to a word processor.
- General IT skills to support admin for meetings.
- Ability to attend quarterly Management committee meetings and AGM.

Resources required:

Materials, resources, equipment, information

- Computer and email access (helpful to have a separate bat group email address)
- Telephone (ideally with answerphone)

Foreseeable expenses:

- Travel
- Phone calls

Bat Group Treasurer

Position: Treasurer

Aim of position: To manage the bat group's finances

Reports to: The committee

Main tasks of position:

- Keep accurate records of income and expenditure.
- File all paperwork relating to income and expenditure.
- Provide an annual report to the AGM and quarterly updates to the Management committee.
- Manage the group's bank accounts.
- Reimburse volunteers' expenses and pay bills.

Where a group is a registered charity:

- Send a statement of accounts to the Charity Commission.

Person Specification

Skills and experience

- Numeracy skills
- Methodical
- Basic book-keeping skills
- Familiar with spreadsheet programs
- Ability to attend AGM and four other evening meetings a year
- Knowledge of charity law (if applicable)

Resources required:

Materials, resources, equipment, information

- Computer and email access (helpful to have a separate bat group email address)
- Telephone (ideally with answerphone)
- Access to photocopier or printer

Foreseeable expenses:

- Stationary
- Travel
- Phone calls
- Photocopying/printing expenses (large copying jobs will be paid for by the group)