



JOB DESCRIPTIONS

NB: All committee posts are honorary (i.e. unpaid)

Term of Office (all roles including officers): 2 years

COMMITTEE MEMBER

A committee member should:

1. Represent the views of IfJ and the intermediary community as a whole, to the wider public.
2. Contribute to email, phone, face to face or internet (e.g. Skype) discussions with the IfJ committee.
3. Carry out agreed actions following discussions.
4. Attend the AGM.
5. Contribute to discussions on how to achieve the aims and objectives of IfJ (please see website <http://www.intermediaries-for-justice.org/aims-objectives/>)

SECRETARY

In addition to the responsibilities of a committee member, the Secretary should:

Carry out administrative, clerical and organisational tasks relating to the running and management of Intermediaries for Justice, including:

1. Preparing and distributing papers and documents for meetings
2. Taking and circulating minutes of meetings
3. Liaising with members, outside agencies and subcommittees
4. Maintaining relevant records and databases relating to the membership

CHAIR PERSON

In addition to the responsibilities of a committee member, the Chair should:

1. Provide leadership in achieving the aims of IfJ.
2. Chair and coordinate meetings.
3. Ensure that IfJ is run appropriately and effectively.
4. Represent IfJ to outside agencies.