

The agenda for the meeting:

9.30 Welcome  
Apologises

9.35 The Committee position - PD

- Update on changes to the Committee
- Confirmation of vote for new member
- Review of job descriptions (see below) and discussions on MUST do whilst we have a limited Committee.

10.35 Decision votes - PD

- Formal vote for opening up members portal (it has been discussed and it was presumed we had voted, which we had not). Vote Yes or No.
- Non member policy - change of wording for vote:
  - The policy : We will only allow paid **for fully qualified and self insured** instructors for Groups for health and safety reasons unless by exception voted on by the whole Committee. (This will allow debates about precedents, etc) The current French position will be treated as an exception with the non-member being an honorary member, as voted on by a previous Committee
  - Vote will be to accept this wording or not.

10.50 Finance - TS

- Finance update
- Discussion on impact of Premium groups

11.05 Action updates - EB

11.20 AOB

Date of next meeting  
Christmas lunch

## NOTES AND READING

The financial report and actions will be sent to you over the weekend.

1. Actions - action update, please read the request to close (shown in blue) to help reduce timing. We will review any actions that need further discussion or have no update.
2. Roles - the revised role descriptions are on the website with the exception of web master, system manager and vice chair which have not been agreed with the owner. To enable the discussion in the meeting would you do the following:
  - a. review and list what activities you think can be removed as just nice to have within a normally functioning committee, when you look at the roles you can see they have expanded as our helpful Committee members have taken things on for example:
    - i. PR - remove setting up PR exhibitions such as festival place
    - ii. GF - get involved in GL issues with venues.
    - iii. Colin has suggested we add to all job descriptions the need for the role owner to prepare for and execute a professional handover to a successor when required, which I think is very sensible, I would like your views.

- b. Which of the activities in the role descriptions do you think are **MUST** do regardless of Committee members, therefore current Committee members will need to take over and they will reduce what they do within their current roles until we get somebody to complete the role, for example:
  - i. PR - complete the monthly NewsEdit to ensure members retention and provide Colin with web content
  - ii. GF - train beacon for new GL's and committee member (need to discuss if this is the role of GF).
- c. There is also a draft task list on the website which will show you what role is currently doing what in easier to read format, that may help you consider the above. I will send it to you separately as excel as you may like to sort differently to help you read.