

## Job Description

### Group Liaison Officer

#### Introduction

The post holder is usually a trustee and member of the Board.

The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity. The Group Liaison Officer reports to the Chair of the GOC.

#### 1. Aim

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up.

This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skill and experience required to successfully fulfil the role.

#### 2. Associated Documents

This Job Description and person specification should be read alongside the Articles of Association.

#### 3. Job Description

3.1 Is responsible for information flow between the GOC board of trustees and the various Group Coordinators (GCs) and Vice Versa.

3.2 Would normally communicate with the GCs on a monthly basis using the messaging function on the website, or more often in extraordinary circumstances. Communication with individual GCs would be by phone or email.

3.3 The Group Liaison Officer is the first port of call for GCs in search of help, eg problems in using the GOC website, or with queries about their role or questions about how to handle any issues/situations that may arise. Requests for help or queries could come from GCs via email, telephone calls or in person.

3.4 The Group Liaison Officer may call upon the assistance of the Membership Secretary, Webmaster, Chair or other board member in order to find answers to solve GCs' problems.

3.5 The Group Liaison Officer will run the "RAP" discussion session at the GOC AOG which could cover topics such as best practice, novel types of events, experience or problems using the GOC website etc, and is responsible for feeding back the minutes from the meeting to the board.

3.6 The Group Liaison Officer has a responsibility of finding a successor should a GC step down without finding their own successor and may stand in as a temporary GC in the meantime.

4. Person Specification

The person needs to be a competent administrator, able to regularly attend the Annual Outdoor Gathering at which the “RAP” discussion session is always held. They must have an open, friendly and welcoming approach and be polite at all times even when dealing with a difficult situation, and be able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.

5. General Qualities

As nearly all day-to-day interactions are via the internet the Group Liaison Officer needs to be computer literate and adept at writing clear emails. They also need to be available to be contacted via the telephone.

6. Specific Skills and Experience

May have previously held a post in communication, personnel or group leadership role.

7. Appointment and Resignation

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees’ terms of office are for one year only, and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Office holders who are not trustees are appointed by the board. Trustees and other office holders may resign at any time.

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