

# **NGB Forum / Regional Sports Network Role Descriptions**

## **Chair**

- To Chair Meetings of the Regional Forum (3 meetings pa)
- To Chair the Organising Committee of the Regional Forum (3 meetings pa)
- To manage and co-ordinate actions picked up by the Organising Committee Members
- To act as a contact point for the Regional Forum

## **Vice Chair / Meeting Host**

- To attend the Regional Forum (3 meetings pa)
- To support the Organising Committee of the Regional Forum (3 meetings pa)
- To take charge of the venue and refreshment provision on meeting days
- To welcome guest deliverers to the meeting
- To Chair the meeting in the absence of the Chair (and appoint another person to act as Host).
- To pick up actions from the Organising Committee, where appropriate

## **Secretary**

- To attend the Regional Forum (3 meetings pa)
- To support the Organising Committee of the Regional Forum (3 meetings pa)
- To produce and circulate Agendas for the Forum meetings
- To co-ordinate the production of an appropriate record of Forum Meetings
- To collect in presentations and reports on agenda items (when completed by facilitators)
- To update the Forum Website.
- To act as a contact point for the Regional Forum

## **Organising Committee Member**

- To Represent a 'sector' of organisations (NGB, CSP or Key Partner) with an interest in the delivery of this Forum.
- To support the Organising Committee of the Regional Forum (3 meetings pa)
- To ensure that consultation / communications between their 'Sector' and the Organising Committee are maintained.
- To pick up and deliver actions from these meetings. These would usually be with reference to:
  - √ Organising presenters, etc for an individual agenda item
  - √ Organising a facilitator for agenda topics when required
  - √ Booking a particular venue / refreshments (and liaison with Sport England).
- To report progress / issues to the Forum Chair as actions are delivered

## **Session Facilitator**

- When agenda items are running in parallel, ensure that a presenter is supported to deliver appropriate material to the current audience.
- (Informally) brief the presenter on the relative capacities / key interests of the section of NGBs that are receiving the presentations.
- Consider the types of questions that are pertinent to a particular section of NGBs
- Take notes about the key points / outcomes from the session and feed these back to the Secretary for inclusion in the meeting report.