

## Transition Black Isle – Roles and Tasks

<b>Job</b>	<b>Purpose</b>	<b>Essential Tasks</b>	<b>Possible tasks</b>
<b>Convener</b>	Lead the group	<ul style="list-style-type: none"> <li>• Public face of TBI</li> <li>• In charge of chairing meetings</li> <li>• Leading group to success</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome new members</li> <li>• Member placement</li> </ul>
<b>Vice Convener</b>	Deputise the Convener	<ul style="list-style-type: none"> <li>• Deputise</li> </ul>	
<b>Treasurer</b>	Responsible for finance	<ul style="list-style-type: none"> <li>• Controlling finances</li> <li>• Managing finances</li> <li>• Reporting to TBI</li> <li>• Managing any finance contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Grant claims</li> </ul>
<b>Company Secretary</b>	Responsible for legal aspects of company law	<ul style="list-style-type: none"> <li>• Annual returns</li> <li>• Appointment and retirement of directors</li> <li>• Company records</li> <li>• AGM</li> </ul>	<ul style="list-style-type: none"> <li>• Legal matters</li> <li>• Insurance</li> <li>• Contractors</li> </ul>
<b>Secretary</b>	Responsible for undertaking administrative tasks	<ul style="list-style-type: none"> <li>• Maintaining lists of local PR opportunities and web sites</li> <li>• Maintaining newsletter distribution list and organising mailings</li> <li>• Maintaining TBI list of other potentially useful contacts</li> <li>• Open meeting minute taking</li> <li>• Uploading minutes (Open meetings and working groups) onto web site</li> </ul>	<ul style="list-style-type: none"> <li>• Undertaking PR tasks such as poster distribution, newsletter distribution, articles for local newsletters and postings on web sites</li> </ul>
<b>Fund raiser</b>	Generate income	<ul style="list-style-type: none"> <li>• Identify funding sources</li> <li>• Manage grant applications</li> <li>• Manage other fund-raising activities</li> </ul>	
<b>Web master (currently contracted)</b>	Maintain and develop the web site	<ul style="list-style-type: none"> <li>• Editing</li> <li>• Manage changes</li> </ul>	
<b>Group development person</b>	Development of the group	<ul style="list-style-type: none"> <li>• Identify development needs</li> <li>• Plan and coordinate training programme</li> </ul>	
<b>Membership secretary</b>	Manage membership	<ul style="list-style-type: none"> <li>• Maintain membership records</li> </ul>	<ul style="list-style-type: none"> <li>• Promote membership</li> </ul>
<b>Project leaders</b>	Manage projects	<ul style="list-style-type: none"> <li>• Manage project budget</li> <li>• Manage project volunteers and contractors</li> <li>• Monitor project progress</li> <li>• Provide project grant claim information</li> <li>• Provide project reports</li> </ul>	
<b>Publicity person</b>	Raise profile of TBI and TBI events and activities	<ul style="list-style-type: none"> <li>• Communication plans</li> <li>• Project promotion</li> <li>• Press releases</li> </ul>	

<b>(currently contracted)</b>		<ul style="list-style-type: none"> <li>• Newsletter</li> <li>• Reporting to TBI</li> </ul>	
<b>Energy descent plan leader</b>	Lead progress to EDP	<ul style="list-style-type: none"> <li>• Open space events</li> <li>• Visioning</li> <li>• Research</li> </ul>	
<b>Group conveners</b>	Lead group work	<ul style="list-style-type: none"> <li>• Chairing meetings – or delegating chairing</li> <li>• Reporting to TBI open meeting</li> </ul>	

**Other possible tasks:**  
Business development?