**Dealbh sa bheil teacsa, bratach

Dh’fhaoidte gum bi susbaint a ghineas AI ceàrr.**

**Dleastanasan comataidh nam Mòd**

Mòd Committee roles

**Cathraiche ¦ Chair**

Dleastanasan ¦ Responsibilities

* Calls committee meetings & books venue
* Develops meeting agenda with other office bearers
* Emails the agenda to all committee members prior to the meeting
* Chairs the meeting and encourages participation of all committee members
* Calls the AGM & reviews progress annually
* Mòd ‘spokesperson’ – promotes all activities related to the Mòd
* Delegates tasks amongst the committee

**Iar-Chathraiche ¦** Vice-Chair

* Takes the responsibility of the Chair if he/she is not there

**Rùnaire ¦** Secretary

Dleastanasan ¦ Responsibilities

* Records present, apologies, matters arising. They should record decisions made under each agenda point with a brief, clear note of the discussion
* Record action points, write up minutes, agree minutes with the Chair and then distribute them promptly to committee members and if appropriate, to ACG

Feartan ¦ Attributes

* Selective: Ability to pick the most crucial and relevant points when writing up the minutes
* Efficient: Distributes the minutes shortly after the meeting- first to the Chair for approval and then to the rest of the committee.

**Ionmhasair ¦ Treasurer**

Dleastanasan ¦ Responsibilities

* Keeping accurate financial records (income/expenditure) on behalf of the Mòd
* Reporting most up to date financial information at committee meetings
* Helping with budgeting for events if required

Feartan ¦ Attributes

* Can handle figures and cash
* Methodical
* Good eye for detail
* Ability to keep close eye on income / expenditure whilst also looking at the bigger picture

**Oifigear Dìon Chloinne ¦ Child Protection Officer (if appropriate)**

* Responsible for ensuring that any Child Protection Policy is put into place
* Recognising if further training is needed in child protection during the Mòd

**Buill na comataidh ¦ Ordinary committee members**

Responsibilities - Taking an active interest in Mòd events, attend meetings regularly, contribute ideas for a year-long programme of fundraising activities etc. Here are some examples where tasks might be divided if a large Committee is available

* Making posters – people with design skills
* Fundraising / raffle prize ‘experts’
* Taking photos at events
* Someone to keep tabs on the Trophy bank and any other equipment
* The Feeder – someone who sorts food for the Mòd Day, for adjudicators, Chairpersons, stewards etc.
* The social media “expert”
* The Co-ordinator – doing the volunteer timetable for the day of the Mòd