

# Central Division

Following the Club's Executive Committee approval to implement a new constitution for Regions and Divisions means that all ten Club Divisions will operate with the same constitution.

As a result the Central Region will transition to be known as the Central Division and each Division Team will consist of:

- Division Chair (elected position)
- Division Deputy Chair (elected position)
- Division Administrator, formerly Secretary (elected position)  
And up to one other Administrator (non-elected)
- Division Treasurer (elected position)  
And up to one other Treasurer (non-elected)
- Division Digital Champion (elected position)  
And up to two additional Digital Deputies (non-elected)
- Division Centre Representatives - one from each constituent Centre within the Division's area.
- Division Member Representatives - up to six to be a part of the team - approved by the Executive Committee.

More information about each elected role can be found below:

# Division Chair

This position is elected at the Division AGM and will be in position for a maximum of three consecutive years, per the Division's Constitution.

## **Responsibilities:**

1. Be a point of contact for constituent Centre issues.
2. To represent the Division at Club Council meetings, or nominate a delegate if unable to attend.
3. To chair Division Team meetings and the Division AGM.
4. To have the casting vote on deadlocked issues being discussed by the Division Team.
5. To present a report at the Division's AGM  
(this report will be created with all of the team members' input).
6. To be a co-signatory on the Division's bank account.

## **Ideal skills for the role:**

1. Keen interest in organising events.
2. Ideally be people-oriented, patient, understanding and have good communication and resolution skills.
3. Be able to manage people.
4. Understand the Club's products and structure and uphold the name of the Club.
5. Understand technology and be able to use modern communication devices.
6. Understand the importance of respect, diversity and inclusion and UK GDPR.

# Division Deputy Chair

This position is elected at the Division AGM and will be in position for a maximum of three consecutive years, per the Division's Constitution. If the Deputy Chair wishes to be the Chair they will need to put themselves up for election at the relevant AGM.

## **Responsibilities:**

1. Be a point of contact for constituent Centre issues.
2. To assist the Chair and help with succession planning for the Division.
3. To chair Division meetings and the Division AGM in the absence of the Chair.
4. To coordinate a rally/events programme for the Division's constituent Centres, including collating rally/events data.

## **Ideal skills for the role:**

1. Keen interest in organising events.
2. Ideally be people-oriented, patient, understanding and have good communication and resolution skills.
3. Be able to manage people.
4. Understand the Club's products and structure and uphold the name of the Club.
5. Understand technology and be able to use modern communication devices.
6. Understand the importance of respect, diversity and inclusion and UK GDPR.

# Division Administrator

This position is elected at the Division AGM and will be in position for a maximum of three consecutive years, per the Division's Constitution. There can be an additional person to work with the Administrator and split the role, chosen by the Team and not elected.

## **Responsibilities:**

1. Be a point of contact for constituent Centre issues.
2. The Division Administrator (s) will oversee the administration of running the Division Team, which can include dealing with correspondence by email.
3. Arrange the Division meetings, whether in-person or virtual/online.
4. Produce the agenda for the Team's meetings and write the relevant meeting notes (which contain the date, time, location, people present, decisions made and actions to be taken), and produce them in a timely manner.
5. To be a co-signatory on the Division's bank account.

## **Ideal skills for the role:**

1. Have a good understanding of the English language and an ability to write up meeting notes.
2. Be organised.
3. Ideally be people-oriented, patient, understanding and have good communication skills.
4. Understand the Club's products and structure and uphold the name of the Club.
5. Understand technology and be able to use modern communication devices.
6. Understand the importance of respect, diversity and inclusion and UK GDPR.

# Division Treasurer

This position is elected at the Division AGM and will be in position for a maximum of three consecutive years, per the Division's Constitution. There can be an additional person to work with the Treasurer and split the role, chosen by the Team and not elected.

## **Responsibilities:**

1. Be a point of contact for constituent Centre issues.
2. Maintaining and managing the Division's bank account and monitoring income and expenditure.
3. Be able to advise the Division Team on the finances, and set budgets for events, where necessary.
4. Create a report for the Division's AGM.
5. Share and look at opportunities for best practices with other divisions.
6. Maintain an inventory of assets for the Division.
7. To be a co-signatory on the Division's bank account.

## **Ideal skills for the role:**

1. Have an interest in numeracy (there is no requirement to have a background in accounting) with good attention to detail.
2. Good organisational and planning skills.
3. Ideally be people-oriented, patient, understanding and have good communication skills.
4. Understand the Club's products and structure and uphold the name of the Club.
5. Understand technology and be able to use modern communication devices.
6. Understand the importance of respect, diversity and inclusion and UK GDPR.

# Division Digital Champion

This position is elected at the Division AGM and will be in position for a maximum of three consecutive years, per the Division's Constitution. There can be an additional two people, with technical knowledge, to work with the Digital Champion, chosen by the Team from the general membership.

## **Responsibilities:**

1. Be a point of contact for constituent Centre issues
2. Maintain the Division's website with updates and promote/market local events.
3. Assist the Division Deputy Chair in coordinating a rally/events programme for constituent Centres.
4. Responsible for maintaining the Division's Social media pages, including the 'open' Facebook page and 'closed' Facebook group, should you choose to operate one.
5. Promoting the activities and events of constituent Centres and liaising with them to get the information.
6. Offer and monitor a promotional hub for photographic images/templates/videos and branding, which includes guidance.

## **Ideal skills for the role:**

1. Interest and knowledge of social media.
2. Understand technology and be able to use modern communication devices.
3. Interest in marketing and advertising with creative thinking.
4. Ideally be people-oriented, patient, understanding and have good communication skills.
5. Understand the Club's products and structure and uphold the name of the Club.
6. Understand the importance of respect, diversity and inclusion, UK GDPR and privacy policies.