

National Back Exchange - Regional Officer Job Description and Procedures

See also *Calendar of Events*

No.	Task	Timescale	Procedure
1.	Promotion of NBE aims and objectives with individual members, affiliated local groups and other associated organisations	Ongoing	<ul style="list-style-type: none"> To actively promote the aims and objectives of National Back Exchange through: - Contacting each affiliated local group, within the nominated Regional Officer's area, on a monthly basis, either by email or telephone Attending one meeting of each affiliated local group per annum, within the region. Attending the Local Group Officers' Workshop at each conference
2.	Maintenance of Local Group Contact Details	Ongoing	<ul style="list-style-type: none"> To liaise with affiliated groups, within the Regional Officer's area, to ensure contact details are accurately maintained To forward to the Administration Office any amendments in contact details
3.	Column Material	Quarterly	<ul style="list-style-type: none"> To remind affiliated local groups to submit items for inclusion in the Local Group News section of Column 14 days before each copy date
4.	Affiliation Process of Local Groups	July	<ul style="list-style-type: none"> Through liaison with the National Secretary and Administration Office to ensure that applications have been completed, according to the guidelines issued for groups within the respective Regional Officer areas. Stage 1 applications should be received by 1st July every other year Ensure the Administration Office has forwarded a provisional list of local groups seeking affiliation to the Editor of Column on 1st July. Significant changes may be made by the Editor prior to the publication deadline, if necessary. Inform the National Membership Secretary, and Administrative Office, of all successfully completed applications Liaise with any local group who may require advice, guidance and assistance, to comply with the affiliation process Return completed affiliation applications to the Administration Office, for safe-keeping, having signed and dated them to confirm the affiliation process has been completed.

No.	Task	Timescale	Procedure
5.	Attendance at Executive Meetings	7 meetings per year	<ul style="list-style-type: none"> Regional Officers to ensure they are able to attend National Executive Committee meetings. If apologies are sent for two consecutive Executive Committee meetings, attendance at the next meeting is to be discussed with the Chairman Two weeks prior to the date of Executive Committee meetings to forward a written report of activity undertaken and items for the agenda to the National Secretary
6.	Retain copies of all National Back Exchange Strategic & Operational Documents	Ongoing	To forward copies of all correspondence to the Administration Office for safe keeping
7	Risk Management Strategy	Ongoing	To act in accordance with the Association's risk management policies and procedures and advise the Trustees and members on risk issues in the post holder's area of responsibility
8.	Professional Conduct	Ongoing	In accordance with the Nolan Principles of Public Life, declare any potential conflict of interest, before the item is discussed at an Executive Committee meeting
	Enhanced Role	Ongoing	To support the person in role of the nominated executive position of: secretary, treasurer, Public relations and xxx
13	Mentorship	On retirement	Prior to retirement from the post, to actively recruit a successor and to provide mentorship to the successful applicant from the Annual General Meeting at which they are elected to the Business Planning Weekend the following February.