

National Committee Roles & Subgroups 2019-2020

The National Committee is **legally responsible for the management of Living Rent**, as well as responsible for **national level strategy decisions in accordance with the wishes of the membership**. The Committee consists of members elected at the national AGM, these members are nominated through local branches. Members may also be co-opted for skills by the existing committee, but will then have no voting power.

Committee members will consult with branches and sign off national campaign/activity decisions that are considered within national strategy, as expressed by the membership via the national AGM and national forums, but will sometimes need to make quick decisions without consultation when responding to events.

Members of the NC are expected to attend monthly meetings and to be active on slack. It would be great to have people who know about policy, HR, management, online advertising or funding applications. But like most things, we learn on the job and can provide training where necessary.

Once elected, NC members will organise a first meeting and decide on roles and sub-group coordinators. The NC work as a team and the roles/positions are there to ensure responsibilities are shared.

NC Roles

Role	Responsibilities
Chair (and Vice-Chair)	<ul style="list-style-type: none"> ● Preside and manage board meetings & is responsible for ensuring national meetings are facilitated ● Work closely with each board member (especially the National Secretary) to create the meetings' agendas (monthly board meetings; AGMs...) ● Coordinate the activities of the board (keep each board member informed and engaged) ● Build trust and manage the group's dynamic ● Serve as the spokesperson for the organisation with the media (undertake and/or coordinate external speaking engagements and national level meetings) ● Be the point of contact for leads of other organisation/external engagement
Secretary	<ul style="list-style-type: none"> ● Work with national chair/s to ensure that monthly meetings take place, that all important company business is attended too, that there

	<p>are agendas and relevant papers.</p> <ul style="list-style-type: none"> ● Book rooms for meetings (or create zoom links) ● Ensure that minutes are taken for each meeting and made available. ● Organise of the GDrive ● Help with the AGM & Annual Report ● Update Companies House [CH] with all changes of information, like changes of directors, and our directors' details. Filing annual accounts and confirmation statements with CH via webfiling. ● Review contact@LR.org address
Treasurer	<p>Working with the operational manager:</p> <ul style="list-style-type: none"> ● Be the signatory for Living Rent's bank account ● Liaise with local branch treasurers ● Help keeping financial policies up-to-date & communicate them with membership ● Assist the board with financial strategy and budgeting
Membership Officer	<p>Working with the operational manager:</p> <ul style="list-style-type: none"> ● Review members' policies ● Act as point of contact if conflict between members/ to talk through a member's behaviour ● Ensure regular (monthly) newsletters are sent to the membership
Trade Union Liaison Officer	<ul style="list-style-type: none"> ● Send monthly updates to the affiliated TU (adapt the monthly newsletter sent to our members) ● Ensure our contact list is up to date ● Build links with unions & contact them to affiliate with LR ● Send LR representatives to TU's branch meetings

Sub-Group Coordinators

Name	Role & responsibilities
Staff Contact	<ul style="list-style-type: none"> ● Oversight of staffing ● Responsible for recruitment process ● Act as a point of contact for staff grievances ● Develop HR policy & company staff policy

Funding	<ul style="list-style-type: none"> ● Coordinate fundraising for the organisation ● Research and write funding applications ● Liaise with and report to funders ● Support branches to run fundraisers
Policy	<ul style="list-style-type: none"> ● Develop a strategy for how the Policy Group and NC will consult members on policy positions of the union ● Develop broader policy stances ● Keep an eye on upcoming policy consultations etc.
Research	<ul style="list-style-type: none"> ● Deal with internal research projects (e.g draft surveys) ● Liaise with external researchers keen to help/research us
Comms	<ul style="list-style-type: none"> ● Oversight of Twitter, Facebook and other social media communications and website ● Train comms officers in local branches ● Liaise with journalists; write press releases; update press contact lists