

Volunteer Officers Role for the Finsbury Park + Stroud Green Neighbourhood Forum

Chair

The Chairman or woman is the main figurehead for the Forum, with limited need for day-to-day involvement. The Chair will attend and chair three Finsbury Park and Stroud Green Neighbourhood Forum meetings per year, public meetings open to the members and potential members who live in the defined neighbourhood area. The Chair will liaise with the Vice-Chair on important matters such as liaising with planning officers, councillors and consultants.

Vice-Chair

The Vice-Chair is the most responsible role of the Forum. The Vice-Chair will organise, with help from the Steering Group, the three Forum meetings per year for members and potential members and prepare the agenda and papers. The Vice-Chair liaises with the Steering Group to manage the decision-making process and signs emails to council officers and councillors from the three local authorities. The Vice-Chair will check on the Forum's email inbox, and forward or reply as appropriate.

Treasurer

The Treasurer manages the finances of the Forum. They will maintain the account of the Forum, including grant money from Locality. They will report to the full Forum meetings on the state of the account. The responsibility is to act as a signatory, with the Chair, of payments for invoices, and approve any expenditure from the account. The Treasurer may also apply for funding, with assistance from Steering Group members.

The Membership Secretary

The Membership Secretary maintains and updates a register of current Forum members (individuals and associate members). They will register the Forum as a Data Collecting Database (DCD) to ensure compliance with the GDPR & DPA 1998 and manage elections procedures in accordance with the constitution. The Membership Secretary will also send out notifications to members on behalf of the Forum and recruit new members if/when possible.