

## ADMINISTRATOR ROLE DESCRIPTION

<b>ROLE:</b>	Administrator
<b>RESPONSIBLE TO:</b>	NSE&D Committee
<b>COMMITMENT:</b>	Approx. 10 hours per month (September – April)

### Role Summary:

- Ensure meetings are managed according to the requirements set out in the NSE&D terms of reference
- Keep a record of meetings and disseminate relevant information
- Deal with NSE&D Committee correspondence
- Monitor and record the result of elections and votes

### Typical Responsibilities:

- Being the first point of contact for NSE&D Committee enquiries
- Organising and attending key meetings
- Taking and distributing minutes
- Maintaining up to date records and reference files
- Maintaining timely communication with members, external bodies and partners

## TREASURER ROLE DESCRIPTION

<b>ROLE:</b>	Treasurer
<b>RESPONSIBLE TO:</b>	NSE&D Committee
<b>COMMITMENT:</b>	Approx. 5 hours per month (September – April)

### Role Summary:

- Be responsible for the financial supervision of the NSE&D Committee
- Operate as the chief financial management officer
- Set annual budgets for the NSE&D Committee with the Chair and relevant Committee members
- Set and oversee financial systems and controls

### Typical Responsibilities:

- Managing the NSE&D committee income and expenditure
- Producing an end of year financial report
- Regularly reporting back to the Committee on all financial matters
- Keeping up to date financial records
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interests and declaring, recording, and managing these appropriately

## COUNTY REPRESENTATIVE ROLE DESCRIPTION

<b>ROLE:</b>	County Representative
<b>RESPONSIBLE TO:</b>	NSE&D Committee
<b>COMMITMENT:</b>	Approx. 5 hours per month (September – April)

### Role Summary:

- Be the voice for County Badminton Associations in planning for school events and development
- Use experience and expertise of county activity to advise the NSE&D Committee in planning and delivery
- Influence the delivery of school events at county level

### Typical Responsibilities:

- Gather insight and feedback from County Badminton Associations
- Communication with County Badminton Associations to ascertain opportunities and impact the school events have across the country
- Support the training delivery of county volunteers
- Keep a record of any focus groups or insight generated through county contact
- Be an ambassador for the NSE&D Committee at General meetings

## SCHOOLS & SCHOOL GAMES ORGANISER (SGO) REPRESENTATIVE ROLE DESCRIPTION

**ROLE:** Schools & School Games Organiser (SGO) Representative

**RESPONSIBLE TO:** NSE&D Committee

**COMMITMENT:** Approx. 2 hours per month (September – April)

### Role Summary:

- Be the voice for teachers and SGOs in planning for school events and development
- Use experience and expertise of school and SGO activity to advise the NSE&D Committee in planning and delivery
- Influence the delivery of events through school and SGO Networks

### Typical Responsibilities:

- Gather insight and feedback from secondary school teachers and SGOs across England
- Communication with teachers, schools and SGOs to ascertain opportunities and impact the school events have across the country
- Support the training delivery of teachers and SGOs
- Keep a record of any focus groups or insight generated through teachers, school and SGO contact
- Be an ambassador for the NSE&D Committee at school network and SGO meetings

## GENERAL REPRESENTATIVE ROLE DESCRIPTION

<b>ROLE:</b>	General Representative
<b>RESPONSIBLE TO:</b>	NSE&D Committee
<b>COMMITMENT:</b>	Approx. 2 hours per month (September – April)

### Role Summary:

- Be an independent voice in planning for school events and development
- Use experience and expertise to advise the NSE&D Committee in planning and delivery
- Influence the delivery of school events through external networks and events

### Typical Responsibilities:

- Assist the NSE&D Committee in the delivery of the National School's Action Plan
- Undertake tasks and actions from meetings
- Support and gather insight and feedback where appropriate
- Keep a record of any focus groups or insight generated
- Be an ambassador for the NSE&D Committee