

NCMD Policy No.7 Issue 1 COMMITTEE – ROLES AND RESPONSIBILITIES

This Committee Roles and Responsibilities document outlines the duties and expected standard of behaviour from NCMD Policy Committee members in the performance of their role. The Policy Committee members have a collective responsibility to act in the best interests of the NCMD and its members with care and due diligence at all times.

They must always strive to attend the monthly zoom meeting, or any meeting called by the General Secretary provided the necessary notice has been given. Committee members as a whole should attend the AGM of the NCMD at a central location within the UK. Most other meetings through the year will be held virtually.

The role of the NCMD Policy Committee is to run the NCMD on a daily basis on behalf of its members. The Constitution must be adhered to at all times, along with the Policy documents. The current structure of the Committee is four Principal Officers: General Secretary; Treasurer; Membership Secretary; Communications Officer. Plus three other officers, whose role will be to support the agreed objectives of the Policy Committee and vote on policy decisions. Committee Roles are unpaid unless otherwise specified.

1. Committee members do not have permission to withdraw or transfer any funds for their own use, nor purchase any product for their own use at any time. Items needed to carry out their tasks such as equipment or software will be purchased by the Treasurer, after consultation with the Policy Committee and a correctly recorded vote. All expenses will be dealt with by the Treasurer as per the Expenses Policy, any ad hoc payments will only be made after the Policy Committee has discussed and voted in favour of the amount.
2. In the event of their own conflict or possible conflict of interest, a Committee Member must notify the General Secretary, in writing in advance of the meeting, and the GS must then decide on whether to exclude that person from any vote. If the GS declares a conflict of interest, they must notify the Chair of the Trustees, in writing ahead of the meeting, and the Chair of the Trustees must rule on it in writing. Any Committee Member may bring concerns regarding Committee procedure or conflict of interest to the attention of General Secretary; if it concerns the GS then they should speak to the Chair of the Trustees.
3. Policy Committee members are required to look at and act on, any item or request put before the Committee in the day to day running of the NCMD. No committee member has the power to act alone and any decision made by the committee is binding to all parties.

4. The Policy Committee members must fully understand the role of the NCMD and its Objectives and will comprehend how they fit in to help take forward the goals of the NCMD Policy Committee. They will behave with integrity at all times and be accountable and open in their thinking.

They will always work together as a team to check and back up the policies of the Committee and the Constitution of the NCMD. Policy Committee members are expected to treat fellow committee members, Trustees and NCMD members courteously at all times and maintain a respectful attitude towards the opinions of others. In the unlikely event of an infraction, the NCMD disciplinary process will be implemented.

5. The Policy Committee must act within the terms of the Data Protection Act at all times.
6. Policy Committee members must never derive any pecuniary benefit (including benefits in kind) from being a committee member and must notify the Chair immediately in writing, of any gifts offered, received, or promised.
7. Policy Committee members are expected to reflect and support the current NCMD organisational policy, regardless of whether it conflicts with their personal views. They should always respect Committee and individual confidentiality at all times.
8. Diversity within the NCMD - The NCMD Equality Policy has been drawn up to comply with the Equality Act 2010. The Act stipulates that it is illegal for organisations to treat someone unfairly on the basis of protected characteristics which the Act defines.
9. Newly appointed committee members are asked to confirm their acceptance of this NCMD policy document by signing and dating below, a copy of which will then be held on file.

Name:

Signed:

Dated: