

NATECLA Co-Chair Role and Responsibilities

Co-chairs discuss role and agree shared responsibilities. Support each other and cover if one is away.

Internal to NATECLA

- Line manage national co-ordinators, including annual appraisals
- Liaise with trustees to ensure compliance with Charity Commission requirements
- Liaise with treasurer over budget planning and management; signatory for cheques
- Chair MC meetings three times a year and chair AGM
- Co-ordinate/advice/monitor/communicate with NATECLA working groups
- Write co-chairs' report for AGM

Responsive to external bodies - co-ordinate NATECLA response with support from MC and working groups/SIGs, and:

- Represent NATECLA at a range of networking events
- Draft press releases and write occasional articles/blogs
- Respond to consultations as required (review consultations and ask 'best' person on that particular aspect to start off the process, coordinate responses, especially when multiple messages are coming in from the field)
- Ensure policy makers are aware of the views of the wider ESOL field – collect/collate information from members about implications of policy

Conferences

- Support and advise on planning and management of conferences
- Host/facilitate conferences and other NATECLA events

Promotion

- Promote NATECLA membership and assist with seeking sponsorship

- Maintain overview of branch activities and be pro-active in supporting struggling branches

Publications

- Oversee production of publications – agree costs etc
- Contribute to a Chairs' Report for the Monthly Updates