

## The role of a UKTA Ordinary Committee Member



### Attend and Contribute to Meetings

- Attend Committee meetings (approx. 6 – 10 hours per year)
- Attend General meetings (approx. 1 hour per year).
- Ensure allocated tasks are completed timely in preparation for a meeting.
- Consider the agenda and the associated issues to ensure appropriate contributions.
- Prioritise information relevant to the agenda business.
- Be mindful of time and manage your contribution to give other members a chance to talk.
- Ensure you understand any decisions reached and record your actions.
- Support the Chair to start and finish on time.

### Support the Committee

- Submit any items for the agenda in a timely way in the manner requested by the Secretary.
- Raise any concerns promptly so that the relevant Officer can address the issue.
- Support requests from other committee members where possible when their workloads are challenging.
- Comply with administrative and financial policy and procedures.

### Have an Overview of the UKTA

- Contribute to thoughts about the bigger picture for the future of the UKTA.
- Be aware of the UKTA Purpose, Vision and Strategy and what that means to you.
- Be aware where your skills and knowledge could contribute to the success of the UKTA.
- Be aware of the UKTA policies and procedures.
- Keep up-to-date with the content and format of the UKTA website.
- Be familiar with the Constitution.

### Actively Support the UKTA

- Offer support to members needing help even if you cannot do so yourself as someone else may be able to assist.
- Be prepared to represent the UKTA at events or relevant activities.
- Willingly share your skills and experience to optimise opportunities for the UKTA.
- Be aware of opportunities to grow membership and follow up or advise the committee.
- Be aware of potential networking opportunities to grow membership and increase the awareness of the UKTA.