

Responsibilities of Main Committee Members

a) President

- i) Annual Reunion. Preside over the Annual Reunion and deliver the Annual President's speech.
- ii) Membership. Consider nominations for Life Honorary Membership, in consultation with the Chairman and Secretary.
- iii) TABS. Submit an article for the Association's Annual Bulletin by 1 April each year.

b) Vice - President

- i) Deputise for the President when necessary.

c) Chairman

- i) Membership. Authorise Full and Associate Membership.
- ii) Membership. Award Life Honorary Membership in consultation with the President and Secretary.
- iii) Governance Meetings. Liaise with the Secretary to confirm the date and location of the annual Committee meeting, Annual General Meeting (AGM) and Reunion.
- iv) Chair the AGM, Annual and Extraordinary Committee Meetings.
- v) TABS. Submit an article for the Association's Annual Bulletin by 1 April each year.
- vi) Bardney Liaison. Act as Association POC with Bardney Village including: organise Association representation at Bardney Remembrance Service; deliver the reading in Church; arrange for Association member to deliver the Ode to the Fallen; arrange for the laying of wreaths on behalf of the Association and Squadron; organise lunch for Association members and Bardney representatives post the Service; liaise with and support the Bardney Memorial custodians including provision of new ensign in advance of Remembrance Sunday (if required); and post the Remembrance lunch, organise the laying of a wreath at the IBCC.
- vii). Annual Reunion. Chair the Annual Association Reunion Dinner, arrange for the acquisition of raffle prizes (usually up to a value of £200) and arrange for the selling of raffle tickets on the evening. Submit requests to RAF Ceremonial, RAF Northolt (SO1 or SO2 CERE) for an overflight by the Lancaster during Annual Reunions.
- viii) Association Funerals. Submit requests to RAF Ceremonial, RAF Northolt (SO1 or SO2 CERE) for the presence of an RAF trumpeter at an RAF veteran's funeral.

d) Vice-Chairman

- i) Deputise for the Chairman when necessary.
- ii) TABS. Produce, edit and arrange printing of the Association's Annual Bulletin ('TABS'), for subsequent delivery to and distribution to Association membership by the Secretary.

e) Secretary

- i) Membership. Keep membership records.
- ii) Financial. Receive and process annual subscriptions, Reunion charges and other monies.
- iii) Annual Reunion. Liaise with the Chairman and OC IX(B) Squadron to confirm the timing, location, lead and scope of the Annual Reunion.
- iv) Annual Reunion. Promulgate and make detailed arrangements for the Annual Reunion. Prepare an annual Reunion information pack.
- v) Governance Meetings. Arrange the annual Committee meeting and AGM.
- vi) TABS. Prepare articles for the Association's Annual Bulletin by 1 April each year.
- vii) TABS. Distribute the Association's Annual Bulletin and the accompanying annual letter by 15 April each year.
- viii) Cenotaph. Arrange Association participation in the Annual Remembrance march past of the Cenotaph.
- ix) Funerals of Association Members. As initial POC for receiving information about the death of Association members, enquire whether the family would like the Association Committee (serving member, normally the Chair) to request an RAF trumpeter to deliver the last post at the funeral. Also, enquire whether the presence of the Association Standard would be appropriate and whether they would like the Association represented at the funeral. If acceptable, inform Assn Standard Bearer, confirm Era Sec will co-ordinate representation at the funeral and promulgate funeral details on website, Facebook and email.

f) Deputy Secretary

- i) Deputise for the Secretary when necessary.
- ii) Information Management. Manage the Association Website, Facebook Page and Microsoft Teams site.

g) Treasurer

- i) Keep full accounting records of all financial transactions.
- ii) Consult with the Chairman before making any financial transactions that are not in line with pre-arranged financial delegations or Committee decisions.
- iii) Provide the Trustees with copies of bank statements at regular intervals.
- iv) Annual Reports. Provide an annual set of accounts at the end of every Financial Year (5 April) to an independent auditor (only when income meets Charity Commission auditing requirements) and thence to the Trustees. The audited accounts are to be published in the Association's Annual Bulletin and the Association website.
- v) Quarterly Reports. Provide Quarterly Financial Reports to the Association Committee.

v) Charity Commission. Be primary POC for all correspondence with the Charity Commission

vi) Charity Commission Reports. Ensure the approved accounts are submitted in accordance with Charity Commission regulations.

h) OC IX(B) Squadron

i) Association Liaison. Liaise with the Secretary over the appointment of a SLO and Dep SLO.

ii) Annual Reunion. Assist the Secretary with arranging the programme for the Annual Reunion.

iii) TABS. Submit an article for the Association's Annual Bulletin by 1 April each year.

Responsibilities of Co-opted Committee Members

a) Service Liaison Officer

i) Liaise with the Association Secretary and be a Point of Contact (PoC) for all serving groundcrew & support staff.

b) Deputy Service Liaison Officer

i) Deputise for the SLO when necessary.

c) Charity Commission Advisor

i) Be primary POC for all correspondence with the Charity Commission

ii) Ensure the approved accounts are submitted in accordance with Charity Commission regulations.