

**About the Rapid Response Network committee**

The committee manages the RRN. It is made up of representatives of its member organisations. The committee is essential to the good governance of the RRN and plays a vital role in making sure the RRN is a successful, sustainable organisation that benefits all RRN members. The membership formally appoints the committee at the RRN’s Annual General Meeting (AGM) but the committee can appoint additional members.

The committee consists of a Chairperson, Treasurer and ordinary committee members who co-ordinate projects and activities such as the quarterly newsletter, social media and training programmes. The most important attributes for a committee member to have are enthusiasm and dedication to the RRN’s mission.

As a committee member, you will:

* Support and develop the RRN’s mission to work together to build regional resilience and emergency preparedness for our members
* Ensure your skills and experience have wider, regional impact by building and sustaining a valued network
* Hone your skills and add to your confidence and experience, helping to build your CV

**What roles and there on the committee?**

**Ordinary member**

As an ordinary member, you will employ your particular skills and experience to helping to develop and deliver the RRN’s strategic aims and objectives. This can include networking and promoting the RRN, maintaining the RRN’s social media profile and contributing ideas and content for a quarterly newsletter, website and training framework.

**Chair**

The Chairperson has overall responsibility for the RRN’s administration, setting the committee agenda, co-ordinating committee meetings and the AGM, keeping the committee on track with strategic goals and preparing and delivering an annual report for the AGM.

**Treasurer**

The Treasurer is the chief financial manager of the RRN and has responsibility for all monetary transactions and financial records. The Treasurer ensures membership fees are paid, deposits cheques, renews annual Public Liability insurance, reports to the committee on the RRN’s financial operations and prepares and delivers an annual budget report demonstrating income and expenditure for the AGM.

**What skills or experience do I need?**

Our committee members come from the various types of organisation that make up the membership: from libraries, archives and museums, large and small. Committee members will have a range of skills and experience including team-working, problem solving, decision-making, IT skills, creativity and good interpersonal skills. Committee members with most to gain would be early career professionals who want to build their skills and confidence.

In addition,

The Chairperson will be:

* Dedicated and enthusiastic and able to articulate and lead on the RRN vision and mission
* An effective team-worker and communicator
* Knowledgeable of the constitution and duties of the committee
* Able to set objectives and work systematically towards achieving them

The Treasurer will be:

* Dedicated and enthusiastic about the RRN vision and mission
* Well-organised
* Knowledgeable about financial operations
* Confident with figures and able to keep good financial records
* IT literate

**How much time will I have to give?**

As an ordinary committee member, a very modest time commitment is all that’s needed and involves attending at least some of the committee meetings that take place three times a year (this will increasingly be done virtually). The Chair and Treasurer roles require a greater, though still modest, time commitment which can sometimes be more concentrated e.g. around the membership renewals period or the AGM.

**How can I become a committee member?**

The membership formally appoints the committee at the RRN’s AGM but the committee can appoint additional members. Expressions of interest are welcome at any time. Please call the Chair, Sharon Connell on 0113 343 6375 or contact the following e-mail: admin@rapidresponsenetwork.org.uk