



Responsibilities of IARA Committee Members

1. Chairperson

- **Leadership:** Provide leadership to the Committee and ensure that each Committee Member fulfils their duties.
- **Governance:** Ensure that the organisation is governed effectively, and that policies and procedures are in place.
- **Fundraising:** Promote fundraising efforts to generate revenue in conjunction with the Treasurer.
- **Strategic planning:** Work with the Committee to develop the organisation's goals and strategic direction.
- **Accountability:** Hold the Committee and Directors of the Legal Entity accountable for the organisation's mission and vision.
- **Public representation:** Act as the public face of the organisation.
- **Committee leadership:** Appoint chairs of Working Groups and sub-committees and serve on them if required.
- **Succession planning:** Help ensure a smooth transition of leadership.
- **Meeting management:** Develop agendas and chair meetings.
- **Annual General Meeting:** Provide AGM Report to Membership.

2. Treasurer

- **Financial planning:** Develop a financial plan supporting the organisation's goals.
- **Financial reporting:** Prepare and present annual accounts and financial reports to the Committee, and at the annual general meeting.
- **Financial reporting:** Prepare and present updates of income and expenditure to the Committee at Committee Meetings.

- **Financial controls:** Oversee financial controls and ensure compliance with systems.
- **Investment policy:** Ensure the organisation has an appropriate investment policy and monitor the performance of investments.
- **Assets and equipment:** Ensure that assets and equipment are properly maintained and accounted for.
- **Fundraising:** Oversee fundraising and sales.
- **Accounting procedures:** Recommend appropriate accounting procedures and controls.
- **Finance Working Group Chair** the Finance Working Group (if appropriate) to share the workload.
- **Auditors:** Lead on the appointment of external auditors and liaise with them.
- **Working with others** Work closely with other members of the Admin and Organisation Working Group and liaise with the Directors of the Legal Entity.

General Secretary

- **Schedule and manage meetings:** Plan meeting dates, set up meeting links, prepare agendas and send out notifications.
- **Take meeting minutes:** Record discussions, deliberations, resolutions, and voting results. Circulate minutes of meetings and maintain copies within the organisation's filing system.
- **Maintain records:** Keep track of records and ensure that they are accessible.
- **Ensure legal compliance:** Uphold the legal requirements of governing documents.
- **Facilitate communication:** Manage communication for IARA including emails and formal communications.
- **Support governance practices:** Play a role in setting up and running annual general meetings and extraordinary general meetings.

Media

- **Creating content:** Writing, designing, and posting social media content, such as text, images, and videos.
- **Planning campaigns:** Developing and executing social media campaigns across various platforms.

- **Managing accounts:** Maintaining social media accounts, including responding to messages, deleting spam, and ensuring accounts are up-to-date.
- **Analysing data:** Monitoring metrics and reviewing analytics to assess the success of campaigns and reporting results to the Committee.
- **Collaborating with others:** Working with other Committee Members and Working Groups to ensure social media efforts align with the organisation's goals.
- **Identifying trends:** Staying up-to-date with social media trends and best practices.
- **Seeking new opportunities:** Exploring new ways to connect with audiences and social media platforms.
- **Website:** Work with colleagues to ensure the website is functioning well.
- **Media Working Group:** Assemble and chair a Working Group to bring in people with the skills to spread the workload and assist with the organisation's media requirements.

General Committee Members (two)

- **Support the organisation:** Help the organisation meet its goals and objectives.
- **Membership Working Group:** Manage communication between IARA and countries with regards to membership and development of national associations and adventure racing communities.
- **Working Group liaison:** Be the liaison between the Working Groups and the Committee.
- **Working Groups:** Create and manage Working Groups that work on the projects of the organisation i.e. Youth, Environment, Rules, and other focused projects and tasks.
- **Communicate:** Keep Committee informed and communicate effectively.

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