

## PLAYING YOUR PART

**Any working group or committee requires a range of people with different skills and attributes to function effectively.**

There are some key roles that many groups decide they need to function effectively including:-

- Chairperson (and in some cases a Vice Chairperson)
- Secretary
- Treasurer

Some groups also identify the need for a:-

- Publicity Officer
- Fundraising co-ordinator
- Social Co-ordinator etc

The need for these roles will depend on what the purpose and activity of the group is going to be.

Most Committees and working group also have a range of other members who may not have a specific named role.

**What function do other members of a group or committee have? What are they there for and what do they do?**

**What skills and attributes do these people need?**



Each person does not need to be good at everything, but what different kinds of skills will add to the workings of a group?

**Think about your own experiences and strengths. What roles and jobs would you choose to take on if you were working with others towards a common goal, and why?**

Have you had experience of these things before?

Think beyond experiences that you may or may not have had in a committee:

Do you manage the family budget or a budget at work?

Are you a good mediator when friends or family disagree?

Are you very organised, do you write lists, organise family or social activities, or keep your Facebook friends well informed about what is going on with you?



**Which jobs would you find most challenging and why?**

