



National Committee Role Specifications

CHAIR

- Responsible for the overall running of the group
- Draws up agendas for meetings (in conjunction with Asst Sec & Secretary)
- Prepares the timetable for the year for the PROUD group
- Chairs and facilitates all meetings of PCS PROUD
- Checks minutes are agreed and accurate
- Responsible for making sure PCS and PROUD rules/ constitution are followed
- Updates rules in line with decisions of the national president
- Uses casting vote
- A contact point for PCS HQ
- Consider appropriateness of Proud representation at events and meetings in conjunction with the Secretary/Asst Sec
- Raises the profile of PROUD in the PCS, the wider trade union movement and the LGBT community
- Advises on personal cases and deals with most serious cases
- Signatory to group finances
- Moderator of the Proud Forum
- Represent Proud on the PCS Equality Committee (as deputy in absence of the Secretary)
- Provide written reports to the Secretary ahead of National Committee meetings as advised in the timeline
- Ensures the Key Indicators from PCS's Charter For Equality are adhered to

VICE CHAIR

Co-Opted position from the elected committee and **not elected at the AGM*

- Deputises in the absence of the Chair or when the Chair requests as such.

SECRETARY

- Performs the main administrative functions of the group
- Main contact point for members/ Regional reps/ PCS HQ/ PCS groups and outside agencies
- Deals with correspondence
- Issues invitations to guest speakers to PROUD events
- Liaises with Asst Sec & Chair on agenda items for meetings
- Circulates minutes for National Committee and Officers' meetings where required

- Produces annual report for AGM
- Produces the calling notice for the election of TUC LGBT+ Conference delegates
- Raises the profile of PROUD in the PCS, the wider trade union movement and the LGBT community
- Advises on personal cases
- Moderator of the Proud Forum
- Signatory to group finances
- Deputises in the absence of the Chair & Vice Chair
- Ensures the Key Indicators from the PCS Charter for Equality are adhered to.

ORGANISER (MEMBERSHIP AND ADMINISTRATION OFFICER)

- Issues meeting agendas
- Makes venue bookings
- Takes and issues minutes of meetings, collates reports in preparation for meetings
- Leads on enquiries concerning membership data

ORGANISER (CAMPAIGNS AND COMMUNICATIONS OFFICER)

- Leads on updating of the website and all social media accounts
- Ensures campaigns are maintained and promoted by all National Committee members
- Liaises with the PCS Campaigns Department where necessary
- Leads a board made up from the elected National Committee to edit the PCS Proud Magazine and the PCS LGBT+ Matters publication (along with a representative from the PCS Equality Department).

ORGANISER (LEARNING AND REGIONAL/DEVOLVED NATIONS NETWORKS OFFICER)

- Leads on seminars and training events
- Provides support to the regions with learning on LGBT issues
- Deals with enquiries from PCS regional offices
- Supports the regional/devolved administration representatives and ensure they are undertaking their role fully.

TREASURER

- Keeps day-to-day control of funding of the group
- Prepares and submits budget bids and any supplementary bids
- Pays all expenses incurred by activities made on behalf of the group
- Liaises with organiser with regard to the PROUD stall materials
- Liaises with PCS HQ to ensure accounts/payments are correct and audited
- Prepare end of year accounts and liaise with the appointed auditors
- Liaise with and pay external beneficiaries for incurred expenses
- Signatory to group finance
- Provides National Committee members with advice and support on claiming expenses and advances
- Provide written reports to the Secretary 2 weeks ahead of National Committee meetings.

COUNTRY/REGIONAL REPRESENTATIVE (10 posts, aligning with PCS Regions and inc. Northern Ireland, Northern, North West, Yorkshire & Humber, Midlands, South West, Wales, Eastern, London & South East & Scotland)

- Liaise with PCS Regional Office in your region to establish contact details of Branch, Group and Regional Committees and representatives and establish effective lines of communication to ensure LGBT and Proud issues are considered and addressed
- Raise the profile of PROUD in your region by contributing to Regional Newsletters and speaking at local Branch meetings
- Establish and maintain contact with members in your region through PCS Proud Website and Forum updates, Newsletters, meetings, and social events
- Participate in Regional TUC LGBT+ networks
- Build contacts with local LGBT community groups
- Build and update a membership contact distro list for updating members in your area with relevant information.
- Provide written reports to the Secretary 2 weeks ahead of National Committee meetings

EQUALITY LEAD

Co-Opted position from the elected committee and **not elected at the AGM*

- Leads on overarching equality issues
- Supports the National Committee on equality and international campaigns (in conjunction with the Campaigns and Communications Officer)
- Supports the elected Equality representatives and ensure they are undertaking their role fully.

TRANS MEMBERS REPRESENTATIVE

- Responsible for raising and updating the National Committee and PROUD membership on Trans issues
- Advises and supports Trans members within PROUD
- Establish and maintain a network of Trans members within PROUD
- Aims to encourage greater participation of Trans members within PCS and PROUD
- Liaises with Training Officer on Trans issues for training purposes
- Assists with training on Trans issues
- Provides support and assistance to local union reps on Trans issues
- Establish effective contact with related external groups of interest
- Identify and promote related external events and activities
- Provide written reports to the Secretary 2 weeks ahead of National Committee meetings
- Ensures the Key Indicators from the PCS Charter For Equality are adhered to

BLACK MEMBERS REPRESENTATIVE

- Responsible for raising and updating the National Committee and PROUD membership on Black member's issues
- Advises and supports Black members within PROUD
- Establish and maintain a network of Black members within PROUD

- Aims to encourage greater participation of Black members within PCS and PROUD
- Establish effective communication with the PCS Black Members' Forum to provide updates on LGBT issues
- Lead in promoting Black History Month within Proud
- Establish effective contact with related external groups of interest
- Identify and promote related external events and activities
- Provide written reports to the Secretary 2 weeks ahead of National Committee meetings
- Ensures the Key Indicators from the PCS Charter For Equality are adhered to

DISABLED MEMBERS REPRESENTATIVE

- Responsible for raising and updating the National Committee and PROUD membership on Disabled member's issues
- Advises and supports Disabled members within PROUD
- Establish and maintain a network of Disabled members within PROUD
- Aims to encourage greater participation of Disabled members within PCS and PROUD
- Establish effective communication with the PCS Disability Forum to provide updates on LGBT issues
- Establish effective contact with related external groups of interest
- Identify and promote related external events and activities
- Provide written reports to the Secretary 2 weeks ahead of National Committee meetings
- Ensures the Key Indicators from the PCS Charter For Equality are adhered to

YOUNG MEMBERS REPRESENTATIVE

- Responsible for raising and updating the National Committee and PROUD membership on Young member's issues
- Advises and supports Young members within PROUD
- Establish and maintain a network of Young members within PROUD
- Aims to encourage greater participation of Young members within PCS and PROUD
- Establish effective communication with the PCS Young Members Forum to provide updates on LGBT issues
- Provide written reports to the Secretary 2 weeks ahead of National Committee meetings
- Establish effective contact with related external groups of interest
- Identify and promote related external events and activities
- Ensures the Key Indicators from the PCS Charter For Equality are adhered to

WOMEN MEMBERS REPRESENTATIVE

- Responsible for raising and updating the National Committee and PROUD membership on the PROUD Women members issues
- Advises and supports Women members within PROUD
- Establish and maintain a network of Women members within PROUD
- Aims to encourage greater participation of Women members within PCS and PROUD
- Establish effective communication with the PCS Women's Forum to provide updates on LGBT issues
- Establish effective contact with related external groups of interest
- Identify and promote related external events and activities

- Provide written reports to the Secretary 2 weeks ahead of National Committee meetings
- Ensures the Key Indicators from the PCS Charter For Equality are adhered to

BISEXUAL MEMBERS REPRESENTATIVE

- Responsible for raising and updating the National Committee and PROUD membership on bisexual member's issues
- Advises and supports bisexual members within PROUD
- Establish and maintain a network of bisexual members within PROUD
- Aims to encourage greater participation of bisexual members within PCS and PROUD
- Establish effective contact with related external groups of interest
- Identify and promote related external events and activities
- Provide written reports to the Secretary 2 weeks ahead of National Committee meetings
- Ensures the Key Indicators from the PCS Charter For Equality are adhered to