

Committee roles and responsibilities

(Please complete this as fully as possible)

- **Name of Post :** Convenor, SHINE CPD Group
- **This post is *Elected / Co-opted* to the SHINE Committee** (delete as applicable)
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- **If an *Elected* post, how long is the term of office?** Two years___
- **Are there any requirements for this post laid down in the SHINE Constitution? If so, please cut and paste the relevant sections below:**

The CPD group has responsibility for organising the SHINE AGM.

10. Meetings of the Association (Network)

- i) The Annual General Meeting, at which the previous financial year's accounts will be presented, shall be held in the Spring of each year; at least 21 days' notice shall be given.

- **What are the main duties & responsibilities of this post?**

To provide coordination and leadership for the CPD Group

To chair meetings of the group. To participate in a rota for minutes and agendas

To work in conjunction with CPD Group members and other SHINE members on the development and arrangement of study events for SHINE members

To oversee arrangements for the SHINE AGM

To maintain awareness of members' training needs

- **Are there other duties & responsibilities that the postholder has outwith SHINE (e.g. representing SHINE on other bodies, liaison contacts with other professional groups or individuals)?**

To oversee liaison with professional bodies, owners of venues etc as required

- **Are there any specific requirements or skills which the postholder would need?**

Leadership skills, communication skills, organisational skills, ability to work as part of a team