SOS ROLES AND RESPONSIBILITIES

MANAGEMENT COMMITTEE- RESPONSIBLE FOR GOVERANCE, OVERSIGHT OF SERVICES OFFERED, FUNDING DECISIONS SETTING THE STRATEGIC DIRECTION TO GUIDE AND DIRECT THE ACTIVITIES OF THE ORGANISATION;ENSURING THE EFFECTIVE MANAGEMENT OF THE ORGANISATION AND ITS ACTIVITIES; AND MONITORING THE ACTIVITIES OF THE ORGANISATION TO ENSURE THEY ARE IN KEEPING WITH THE FOUNDING PRINCIPLES, OBJECTS AND VALUES.

CHAIRPERSON- HEAD OF MANAGEMENT COMMITTEE, MANGAMENT OF HEAD OF SERVICE, ENSURE THE MANAGEMENT COMMITTEE FUNCTIONS PROPERLY TO PLAN AND RUN MEETINGS IN ACCORDANCE TO THE GOVERNING DOCUMENT. TO ENSURE MATTERS ARE DEALT WITH IN AN ORDERLY, EFFICIENT MANNER.

 TO BRING IMPARTIALITY AND OBJECTIVITY TO MEETINGS AND DECISION-MAKING.

 TO FACILITATE CHANGE AND ADDRESS CONFLICT WITHIN THE COMMITEE.

 TO REVIEW GOVERNANCE PERFORMANCE AND SKILLS.

 TO PLAN FOR RECRUITMENT AND RENEWAL OF THE MANAGEMENT COMMITTEE.

ENSURE THE ORGANISATION IS MANAGED EFFECTIVELY

 TO LIAISE WITH THE CHIEF OFFICER, AS APPROPRIATE, TO KEEP AN OVERVIEW OF THE ORGANISATION’S

AFFAIRS.

 TO CO-ORDINATE THE COMMITTEE TO ENSURE RESPONSIBILITIES FOR PARTICULAR ASPECTS OF MANAGEMENT

(E.G. PERSONNEL MATTERS, FINANCIAL CONTROL ETC) ARE MET AND SPECIALIST EXPERTISE IS EMPLOYED AS

REQUIRED.

 TO FACILITATE CHANGE AND ADDRESS CONFLICT WITHIN THE ORGANISATION, LIAISING WITH THE HEAD OF SERVICES

TO ACHIEVE THIS.

 TO SIT ON APPOINTMENT AND FINAL APPEAL GRIEVANCE PANELS, AS APPROPRIATE.

REPRESENT THE ORGANISATION

TO COMMUNICATE EFFECTIVELY THE VISION AND PURPOSE OF THE ORGANISATION.

 TO ADVOCATE FOR AND REPRESENT THE ORGANISATION AT EXTERNAL MEETINGS AND EVENTS.

 TO BE AWARE OF CURRENT ISSUES THAT MIGHT AFFECT THE ORGANISATION.

TREASURER-GENERAL FINANCIAL OVERSIGHT

OVERSEE AND PRESENT BUDGETS, ACCOUNTS AND FINANCIAL STATEMENTS TO THE MANAGEMENT COMMITTEE

LIAISE WITH DESIGNATED STAFF ABOUT FINANCIAL MATTERS

ENSURE THAT APPROPRIATE FINANCIAL SYSTEMS AND CONTROLS ARE IN PLACE

ENSURE THAT RECORD-KEEPING AND ACCOUNTS MEET THE CONDITIONS OF FUNDERS OR STATUTORY BODIES

FINANCIAL PLANNING AND BUDGETING

PREPARE AND PRESENT BUDGETS FOR NEW OR ONGOING WORK

PRESENT REGULAR REPORTS ON THE ORGANISATION'S FINANCIAL POSITION

PREPARE ACCOUNTS FOR AUDIT AND LIAISING WITH THE AUDITOR, AS REQUIRED

PRESENT ACCOUNTS AT THE AGM

ADVISE ON THE ORGANISATION'S RESERVES AND INVESTMENT POLICY.

 BANKING, BOOK-KEEPING AND RECORD-KEEPING

MANAGE BANK ACCOUNTS

SET UP APPROPRIATE SYSTEMS FOR BOOK-KEEPING, PAYMENTS, LODGEMENTS & PETTY CASH

ENSURE EVERYONE HANDLING MONEY KEEPS PROPER RECORDS AND DOCUMENTATION

SECRETARY-

ENSURING MEETINGS ARE EFFECTIVELY ORGANISED AND MINUTED

CIRCULATING AGENDAS AND REPORTS

TAKING MINUTES

CIRCULATING APPROVED MINUTES

CHECKING THAT AGREED ACTIONS ARE CARRIED OUT.

 MAINTAINING EFFECTIVE RECORDS AND ADMINISTRATION

KEEPING UP-TO-DATE CONTACT DETAILS (I.E. NAMES, ADDRESSES AND TELEPHONE NUMBERS) FOR THE MANAGEMENT COMMITTEE AND ORDINARY MEMBERS OF THE ORGANISATION.

FILING MINUTES AND REPORTS

COMPILING LISTS OF NAMES AND ADDRESSES THAT ARE USEFUL TO THE ORGANISATION, INCLUDING THOSE OF APPROPRIATE OFFICIALS OR OFFICERS OF VOLUNTARY ORGANISATIONS.

KEEPING A RECORD OF THE ORGANISATION'S ACTIVITIES

KEEPING A DIARY OF FUTURE ACTIVITIES

 UPHOLDING LEGAL REQUIREMENTS

ACTING AS CUSTODIAN OF THE ORGANISATION'S GOVERNING DOCUMENTS

CHECKING QUORUM IS PRESENT AT MEETINGS

ENSURING ORGANISATION'S ACTIVITIES ARE IN LINE WITH ITS OBJECTS

SITTING ON APPRAISAL, RECRUITMENT AND DISCIPLINARY PANELS, AS REQUIRED.

RESPONDING TO ALL COMMITTEE CORRESPONDENCE

FILING ALL COMMITTEE CORRESPONDENCE RECEIVED AND COPIES OF REPLIES SENT

HEAD OF SERVICES-

 MANAGE AND HELP WITH DELIVERY OF ALL SUPPORT PROGRAMMES.

MANAGE AND DELEGATE ALL VOLUNTEER AND ENSURE THAT CHARITY RESOURCES ARE BEING USED IN BEST POSSIBLE MANNER

BE A POINT OF CONTACT FOR ALL VOLUNTEERS WITHIN THE CHARITY AND BE AVAILABLE FOR SUPPORT AND ADVICE AS AND WHEN NEEDED.

WORK WITH OUR TRUSTEES TO DEVELOP A FOUR YEAR STRATEGIC PLAN.

BUILD AND ENHANCE EXISTING LEVELS OF COMMUNITY ENGAGEMENT IN SCHOOLS, YOUTH GROUPS AND OTHER THIRD SECTOR ORGANISATIONS

ACT AS A POINT OF CONTACT FOR ALL MEDIA REQUESTS AND LIAISE WITH TRUSTEES ON MEDIA RELAT-ED ACTIVITIES.

SECURE FUNDING FOR CORE RUNNING COSTS SUCH AS FACILITATION COSTS, RUNNING COSTS AND STAFF/VOLUNTEER DEVELOPMENT.

LINK IN WITH STATUTORY AGENCIES INCLUDING PUBLIC HEALTH AGENCY AND BELFAST HEALTH TRUST FOR REFERRALS FOR THOSE WHO NEED OUR SERVICES.

EVALUATE AND MONITOR ALL PROJECTS AND REPORT BACK TO TRUSTEES AT MONTHLY MEETINGS.

REPRESENT THE CHARITY IN A PROFESSIONAL AND PROFICIENT MANNER AT ALL TIMES.

BE FIRST POINT OF ACCESS FOR CLIENTS AND PROVIDE SUPPORT.

MAKE REFERRALS TO COUNSELLING, BEFRIENDING, COMPLIMENTARY THERAPIES AND TO OTHER ORGANISATIONS.

RECEIVES FORTNIGHTLY SUPERVISION

TRAINING HELD:

PABBS BEREAVEMENT TRAINING

RIVERSIDE TRAUMA CENTER- POSTVENTION: RESPONDING TO WORKPLACES, SCHOOLS AND COMMUNITIES FOLLOWING SUICIDE

IICP COLLEGE IN THE WAKE OF SUICIDE

COMPETENT HELPER

BRIEF INTERVENTIONS

HARM REDUCTION D&A

TRAUMA AND ADDICTIONS

PSHYCOLOGICAL TRAUMA

BEFRIENDING AND CO ORDINATION

LIFECOACHING

LIVING WORKS SUICIDE TO HOPE

ASIST

SAFETALK

MHFA

STORM

SUICIDE FIRST AID

VOLUNTEER MANAGEMENT

LEADERSHIP AND MANAGEMENT

FACILITATION

DRUG AND ALCOHOL TRAINING

ON THE GO 5 MODULES

CONTEXUAL CONCEPTUAL THERAPY

FIRST AID

FIRE OFFICER

DESIGNATED OFFICER

SAFEGUARDING

BEFRIENDING CO-ORDINATOR- RESPONSIBLE FOR MANAGING AND OVERSEEING BEFRIENDING PROJECT. SUPERVISION AND SUPPORT FOR BEFRIENDERS.

LINK PERSON FOR BEFRIENDEES.

JOINT LEAD FOR SUPPORTING SOS VOLUNTEERS.

RECEIVES MONTHLY SUPERVISION

TRAINING HELD:

ASIST

SAFETALK

MHFA

BEFRIENDING AND CO ORDINATION

LIFECOAHING

SAFEGUARDING

VOLUNTEER MANAGEMENT

SUICIDE FIRST AID

ADVISORY COMMITTEE- SPECIALISTS IN THEIR CHOSEN FIELDS WHO ADVISE US. WE HAVE IT, HR, LEGAL, PSYCHOLOGY, COMMUNITY DEVELOPMENT AND MEDIA

EVENTS COMMITTEE- PLAN AND ORGANISE EVENTS AND AWARENESS SESSIONS AND FEED BACK TO MANAGEMENT COMMITTEE

EVENT VOLUNTEERS- CARRY OUT ROLES AT EVENTS AND AWARENESS SESSIONS

COUNSELLORS- PROVIDED FROM UHUB AND WORK WITH INDIVIDUAL CLIENTS

COMPLIMENTARY THERAPIST- WORKS 1-1 WITH FAMILY MEMBERS BEREAVED, PROVIDES OWN INSURANCE AND TAKES REFERRALS FROM SOS

BEFRIENDERS- TRAINED TO ILM LEVEL 3, WORK 1-1 WITH CLIENTS TO ENCOURAGE GETTING INVOLVED IN LOCAL COMMUNITY ACTIVITES

4 SAFETALK TRAINERS

2 ASIST TRAINERS

I ACE TRAINER