

Committee Roles

The committee roles and their main responsibilities are below. The committee has a number of tasks that need to be completed throughout the year. It is recommended that the committee organise themselves to break down the workload evenly between them to ensure that holidays and other absences are covered.

The committee roles do not have a defined timed element, and those volunteering to take on a role should be flexible and adaptable. This includes members fairly co-ordinating to ensure that at least one committee member is accessible during the times the buses are running in the event that there is a matter that needs to be dealt with.

Chair

The Chair's role is to facilitate and maintain stability in the coordination of BLOC's operations. The role does not supersede any other role on the committee, except for when there is a split vote and the Chair will have a deciding vote. The Chair is responsible for:

- Ensuring the committee works effectively together and all committee member responsibilities are executed in a timely fashion
- Ensuring the BLOC's constitution and rules are adhered to by the Committee and BLOC's members
- Responding to complaints about the operational aspects of BLOC
- Chairing member meetings
- Acting as a special point of contact with the school, bus provider and tracker provider including about BLOC's code of conduct matters
- Adhering to other duties as defined in the constitution

The Chair should have good stakeholder management, influencing and organisation skills.

Treasurer

The treasurer is responsible for all BLOC's finances:

- Managing the BLOC financial records and bank accounts
- Invoicing members in accordance with BLOC's terms and conditions
- Reconciling all payments and following up on late payments
- Making payment for all charges to BLOC that have been duly agreed to by a Committee vote.
- Working closely with the BLOC Chair and Registrar on registrations and special measures
- Maintaining Zoho books

- Providing monthly reports to all committee members on the status of BLOC's finances

The treasurer is a signatory on the BLOC bank account. Currently, BLOC uses Zoho Books for accounting and invoicing. The Treasurer should have accountancy experience, and preferably a commercial operations background..

Registrar

The Registrar is responsible for BLOC user membership and bus logistics, which includes:

- Maintaining the user database
- Ensuring usage aligns with bus capacity levels and avoiding over subscription on routes
- Reporting weekly to the Chair and Treasurer on capacity levels and any additional invoicing required
- Making decisions on emergency usage and ensuring invoices are sent by the Treasurer for such ad hoc usage
- Liaising with parents about change or cancellation of usage, and accordingly updating the database.
- Managing the registration process (commences in late April).
- Liaising with the Bus provider about route logistics and bus pricing, the latter must be formally agreed by the committee.
- Being available to discuss by the phone BLOC usage - this usually relates to new users.

The Registrar role involves maintaining integrity in regards to BLOC's rules and processes, in addition to being numerate and good with logistics.

Communications Officer

The comms officer is responsible for managing communication channels between the committee and all users, engaging with users in a timely fashion, and for handling welfare issues.

- Managing the communication channels (e.g. email, WhatsApp)
- Communicating urgent updates (e.g. cancelled buses) to parents
- Co-ordinating with the school on response to serious welfare issues
- Preparing regular updates and communication for parents (e.g. newsletters)
- Managing systems for students to support welfare on the buses (e.g. monitors and/or bus buddies)

Please note that the school is now responsible for welfare on the buses, and all serious welfare incidents (e.g. bullying, harassment, ...) are reported to, investigated by and handled by the school. As the BLOC welfare officer you may need to

co-ordinate with the school to help with investigations into incidents on the buses and to implement responses (e.g. temporary and permanent bans).

The Comms officer should be literate, approachable and have good people skills, including a willingness to have difficult conversations with parents. You must be able to segregate parent interactions for BLOC from friendships and other interactions.

Secretary

The secretary is responsible for the administration of BLOC operations:

- Co-ordinating the AGM process in accordance with the constitution
- Recording minutes at AGM and committee meetings
- Ensuring that minutes are accessible to members as needed
- Maintaining the BLOC website
- Supporting the Comms officer with the release of newsletters
- Supporting the Comms officer with triaging and responding to parent emails and liaising with the appropriate officers

The Secretary should be organised and able to take accurate and concise minutes.