

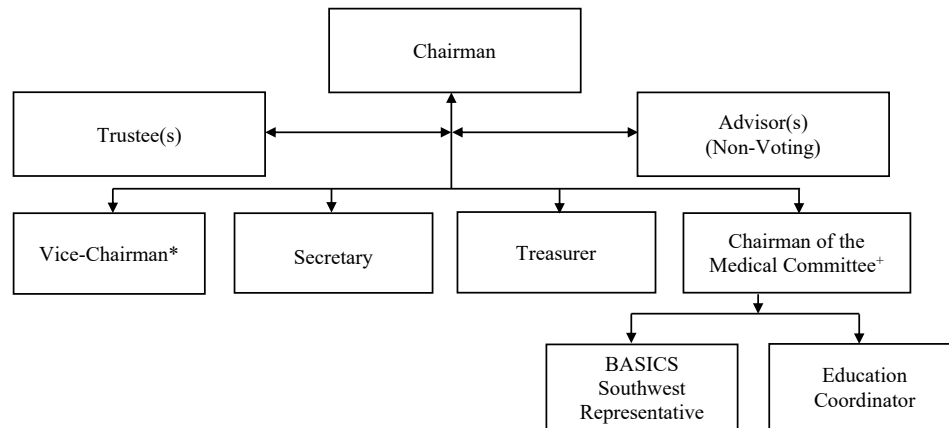


This document summarises the organisational structure and roles of those involved. It should be read in conjunction with the SAVES Constitution.

There are four key organisational groups within SAVES:

- The Management Committee: Responsible for the day-to-day running of the organisation. As a minimum it includes The Chairman, Secretary and Treasurer.
- The Trustees: Responsible for ensuring appropriate management and use of the charity's funds.
- The Medical Committee: Comprises those members of the management committee who are active medical responders and any additional co-opted members of the medical committee. Responsible for clinical governance and applications for active membership
- Advisors: Individuals enrolled by the management committee to support and advise the management committee.

The minimum structure of the management committee is mandated in the constitution and must include, as a minimum, a Chairman, Secretary and Treasurer. These three individuals should also be trustees of the charity and may fulfil other roles



*The role of vice-chairman is optional

†The role of chairman of the medical committee should be fulfilled by a medical practitioner who is an active medical responder. (This may be combined with another role)

The Key Responsibilities of the Officers are as Follows:

Chairman:

- Trustee
- Chairs Meetings of Management Committee, Trustees and AGM.
- Official representation to outside bodies.
- Scheme Representative to BASICS
- Liaison with ICB
- Holds casting vote in event of a draw in voting

Secretary:

- Trustee
- Maintains membership List
- Schedules and Organises Meetings/Agenda
- Keeps minutes of meetings
- Maintains Activity Data
- Submits Quarterly Activity Report to ICB

Treasurer:

- Trustee
- Oversees expenditure
- Oversees banking arrangements
- Arranges payments of income and outgoings
- Collects membership subscriptions
- Maintains data for annual accounts
- Presents financial updates to management committee meetings

Vice-Chairman (This is an optional role)

- Carries out the Chairman's duties in his or her absence;
- Provides support and assistance to the Chairman in carrying out his or her responsibilities, acting as a 'critical friend' and sounding board;
- Takes on specific responsibilities as agreed;

Chairman of The Medical Committee

- Chairs meetings of Medical Committee
- Oversees clinical governance.
- Oversees applications for active membership

Educational Lead:

- Coordinates regular CPD Meetings

BASICS SW Representative

- Represents SAVES to BASICS SW;
- Attends BASICS SW committee meetings and feeds back to management committee and SAVES membership;
- (Should be supported by a Deputy Rep in accordance with Scheme Membership of BSW/MOU)
- Offers input to the annual peer-review process for SAVES responders;
- Nominated by the Scheme annually at AGM

Advisor

- Enrolled by the management committee to provide advice and support
- Invited to management committee meetings as a Non-voting contributor (although may be co-opted as a voting member)
- May take responsibility for a particular role e.g. PR, fundraising, financial advice.