**[LOC name]**

**LOC Chair/Vice Chair Role Description**

The Chair/Vice Chair has a strategic role to play in representing the vision and purpose of the LOC. The Chair/Vice Chair ensures that the LOC functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

**Ensure the LOC functions properly**

* To plan and run meetings in accordance to the LOC Model Constitution.
* To ensure the committee represents all local contractors and performers.
* To act as the public face of the committee externally.
* 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 issues that may arise.
* To review governance performance and skills.
* To plan for change and renewal of the committee.
* To ensure LOC works effectively with LOC Company where present.
* To answer all local contractor and performer enquiries.
* To work with LOCSU.

**Ensure the LOC is managed effectively**

* To liaise with the fellow officers, as appropriate, to keep an overview of the LOC’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.

**Represent the organisation**

* To communicate effectively the vision and purpose of the LOC.
* To advocate for and represent the commissioner and other meetings and events.
* To be aware of current issues that might affect the organisation.

**Qualities and skills required**

* Good leadership skills.
* Good communication and interpersonal skills.
* Commitment to transparency.
* Impartiality, fairness and the ability to respect confidences.
* Ability to ensure decisions are taken and followed-up.
* Tact and diplomacy.
* Understanding of the roles/responsibilities of an LOC committee.
* Experience of organisational and people management.
* Local knowledge.

**Time commitment required:**

The role of Chair/Vice Chair requires an estimated commitment of [insert]

**[LOC name]**

**LOC Secretary Role Description**

The role of the secretary is to support the chair in ensuring the smooth functioning of the LOC. In LOCs without staff, the Secretary may take a greater role in the day-to-day administration of the organisation. The Secretary’s tasks include:

**Ensure responsible administration**

* To ensure committee answers in accordance with the LOC Model Constitution.
* To prepare agendas in consultation with the Chair.
* To circulate agendas and any supporting papers in good time.
* To receive agenda items from other committee members.
* To check that quorum is present.
* To minute meetings (if no minute taker appointed) and circulate the draft minutes to all committee members.
* To ensure that the chair signs the minutes once they have been approved.
* To check that committee members and staff have carried out action(s) agreed.
* To circulate agendas and minutes of the annual general meeting (AGM) and any
* special or extraordinary general meetings.
* To ensure up-to-date records are kept of committee membership.
* To ensure LOC works with LOC Company where present.
* To answer all local contractor and performer enquiries.
* To work with LOCSU

**Arranging meetings**

* To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).

**Qualities and skills required**

* Organisational ability.
* Experience of committee work and procedures preferably.
* Minute-taking experience (if this is not being delegated).
* Good communication and interpersonal skills.
* Impartiality, fairness and the ability to respect confidences.
* Approachable and sensitive to the feelings of others.
* Well organised and an eye for detail.
* Ability to work well with the Chair.
* A willingness to be contacted on an ad hoc basis.
* Local knowledge.

**Time commitment required**

The role of Secretary requires an estimated commitment of [insert]

**[LOC name]**

**Treasurer Role Description**

The overall role of a treasurer is to maintain an overview of the LOC’s financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The treasurer must be aware of his/her fiduciary duties to the committee. The role and person specification are summarised below.

**General financial oversight**

* To oversee and present budgets, accounts and financial statements.
* To liaise with other officers about financial matters.
* To ensure that appropriate accounting procedures and controls are in place.
* To ensure compliance with relevant legislation and business practices.
* To ensure any recommendations of the auditors are implemented.
* To respond to local financial enquiries.
* Ensuring levy received correctly and levy contribution paid.

**Financial planning and reporting**

* To present financial reports to the committee.
* To make a presentation of the accounts at the annual general meeting (AGM).
* To advise on the organisation’s reserves policy.
* To advise on the financial implications of the LOC’s strategic and operational plans.
* To advise on the financial strategy of the organisation.

**Qualities and skills preferred**

* Experience of financial control and budgeting.
* Good communication and interpersonal skills.
* A willingness to be contacted on an ad hoc basis.
* Ability to ensure decisions are taken and followed-up.

**Time commitment required**

The role of the Treasurer requires an estimated commitment of: [insert]

**[LOC name]**

**LOC Administrator Role Description**

The Administrator will be expected to provide support to the LOC committee members in their various roles and to develop an understanding of the committee’s functions.

**Main duties and responsibilities**

* To undertake specific tasks and projects autonomously with the direction and support from a committee member and for which training will be given when necessary.
* To provide administrative and secretarial support to designated officers (maintaining diaries, correspondence, filing systems, communication and distribution systems)
* To respond to telephone enquiries from stakeholders, NHS England staff or the public and to provide the appropriate and helpful advice.
* To arrange meetings, prepare agenda papers and arrange for their distribution
* To attend meetings, recording discussions and preparing action notes/minutes and monitoring their performance.
* To utilise good word processing skills to produce high quality reports, questionnaires, leaflets and presentations.
* To compile, record and maintain financial and other details on spreadsheets and databases in a competent manner to enable quick and easy retrieval of information for mail outs, training and budgetary purposes.
* To assist with the general administrative tasks e.g. printing, laminating and photocopying.
* Ensure that all tasks and procedures are fully documented (and accessible by others) and that cross cover procedures are maintained so that all tasks can be completed in the absence of the post holder, whether planned or unplanned.
* Be mindful of and do whatever possible, as appropriate to this role, to enable the LOC to fulfil its statutory duty.

**Confidentiality**

* In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to LOC officers, contractors and performers. All such information from any source is to be regarded as strictly confidential
* Information relating to colleagues, other healthcare workers or the LOC may only be divulged to authorised persons in accordance with the LOC policies and procedures relating to confidentiality and the protection of personal and sensitive data

**Skills and experience**

* Computer and word processing skills and ability to create and maintain databases, spreadsheets and update a website.
* A knowledge & understanding of monitoring, evaluation and data collection.
* Computer and word processing skills, and ability to create and maintain excel databases and spreadsheets.
* Good communication and interpersonal skills
* Capacity to work to tight deadlines
* Ability to work with diverse and multiple workloads
* Ability to work undirected at times
* Ability to work as a team member
* Ability to engage with a range of staff from different disciplines / agencies

**Other**

* Ability to be flexible and willing to work some evenings and weekends depending on the needs of the LOC.
* Ability to travel to different venues is essential