

## **WCC UK Administrator Job Description**

The Administrator of the WCC UK is responsible for overseeing the administrative aspects of running the WCC UK for the duration of their five year term of service.

### General

- Duties related to being on steering committee
- Reading/commenting on proposals for activities, plans and campaigns

### Governance

- Oversee the WCC UK's policies, procedures and initiatives, updating existing documentation and introducing new documentation as appropriate
- Establish new processes and appropriate documentation as necessary
- Present reports and discuss as necessary at steering committee meetings and the AGM

### Steering committee administration

- Manage access to shared Dropbox and Slack workspace for steering committee and liaisons
- Manage access to Slack workspace for people working on WCC UK projects
- Track liaison terms of service and coordinate smooth transitions when new liaisons take office

### Meeting administration

- Facilitate decision on date and location for steering committee meetings and AGM
- Produce agenda and business papers for steering committee meetings (spring and autumn each year)
- Facilitate the virtual attendance of steering committee members and liaisons to steering committee meetings as required
- Form part of the triad organising the annual AGM
- Produce agenda and business papers for AGM business meeting (April/May)
- Produce minutes and action points for the steering committee meetings and AGM business meeting

### Communication

- Liaise with event triads and web team to publicise events and activities through our blog and social media channels
- Monitor and respond to messages sent to the central WCC UK e-mail account
- Communicate with other bodies and individuals from the WCC UK e-mail account as appropriate
- Communicate important updates with the WCC UK membership through the WCC UK mailing list
- Send out announcements as appropriate to the WCC UK members and supporters mailing lists

#### Events administration

- Facilitate event proposal process to ensure events are approved by the steering committee
- Ensure event triads submit final reports on their events for inclusion in the shared Dropbox

#### Financial

- Liaise with Treasurer over membership administration cycle
- Act as signatory on bank account and associated duties