

## **2008/9 NGN Definition of elected roles**

### **Chairperson - functions are to:**

- Be committed to the position for two consecutive years.
- Be the point of communication between the NGN and the CIGRÉ-UK Exec.
- Have the overall responsibility for ALL of the NGN activities.
- Be the ambassador of CIGRÉ-UK NGN as a representative of CIGRÉ-UK.
- Chair all NGN Steering Committee meetings when present.
- Chair the NGN annual general meeting (AGM).
- Promote the NGN.
- Have an overview and awareness of what the NGN are,
  - Currently in the process of completing,
  - Planning to achieve in the future, i.e. is responsible for the continuous update of the NGN roadmap.

### **Vice Chairperson/Information Coordinator – functions are to:**

- For the 2008 election: be committed to the position for one year.
- For the 2009 election: The 2008 elected Vice Chairperson/Information Coordinator is eligible for re-election.
- For the 2009 election onwards: be committed to the position for two consecutive years.
- Provide support to the Chairperson by assisting in all functions listed above.
- Co-ordinate all information from the other coordinators i.e. membership, mentoring, events and webmaster.
- Ensure all necessary information is communicated to the NGN,
  - By liaising with the membership/communications coordinator and the webmaster,
  - Through emails ([communications@cigre-ngn-uk.org](mailto:communications@cigre-ngn-uk.org)), newsletters, and through the website.
- Manage and continuously update the NGN guide, including
  - 2-page short guide,
  - Full guide. For new members and reference for existing members.
- Handle general queries regarding the NGN ([queries@cigre-ngn-uk.org](mailto:queries@cigre-ngn-uk.org))
- Link for CIGRÉ-UK to communicate to the NGN members
- Be an ambassador of CIGRÉ-UK NGN as a representative of CIGRÉ-UK.
- Chair NGN Steering Committee meetings if Chairperson is not present.
- Have an overview and awareness of what the NGN are,
  - Currently in the process of completing,
  - Planning to achieve in the future, i.e. is responsible for the continuous update of the NGN roadmap.

### **Secretary/Treasurer – functions are to:**

- For the 2008 election: be committed to the position for one year.
- For the 2009 election: The 2008 elected Vice Chairperson/Information Coordinator is eligible for re-election.

- For the 2009 election onwards: be committed to the position for two consecutive years.
- Organise, administer and manage the Steering Committee(SC) meetings,
  - SC meetings are held twice annually,
  - Responsible for distributing prior, during and post meeting, the meeting agenda, list of attendees, minutes and actions and liaising with webmaster to put the final version of the minutes and list of actions online.
  - Deal with any queries on minutes or list of actions can be sent to actions@cigre-ngn-uk.org.
- Continuously manage and update the constitution document.
- Manage the Budget,
  - Provide a periodic summary of budget after every event,
  - Provide information on the budget to Chairperson and Vice Chairperson,
  - Inform events coordinator of their budget and encourage gaining sponsorship,
  - Provide information to CIGRÉ-UK when required.
- Liaise with the CIGRÉ-UK treasurer.
- Have an overview and awareness of what the NGN are,
  - Currently in the process of completing,
  - Planning to achieve in the future, i.e. is responsible for the continuous update of the NGN roadmap.