Role description for all members of the Christian CND Exec. Agreed at CCND Exec on 28/9/2019. To be read in conjunction with the Constitution.

1. **Be a practising Christian and in support of Christian CND’s Aims and Objectives**This includes upholding the work of nuclear disarmament in prayer and personal involvement.
2. **Be a member of Christian CND**Exec members need to have been a member for at least 10 months prior to their election at an AGM.
3. **Prioritise attendance at all Exec meetings**
After their election, members of Exec will agree on dates and venues for the following year’s meetings. At present the Exec meetings take place six times per year on a Saturday, normally in London. Travel expenses are paid. If travel is an obstacle we are willing to explore other locations and/or other ways of participation e.g. the use of speaker phones or Skype.
4. **Engage in email discussions between meetings**We try to avoid making major decisions outside meetings but inevitably there are things to share and discuss. We have also put in place some email guidelines to attempt to keep the inbox manageable.
5. **Participate in the Annual General Meeting**This takes place annually in the autumn. The location moves around the UK as agreed by the Exec. Attendance in person is strongly encouraged for current or potential Exec members.
6. **Participate in sub-committees**

Some activities are best planned by a sub-set of Exec. Members of Exec will have the opportunity to volunteer for these as appropriate.

1. **Act as “Lead Contact” for one or more partner organisations**The “Lead Contact” process has been brought in to avoid duplication of effort. We maintain a list of other organisations with which we are in contact, and each one has a nominated member of Exec to act as our primary link with them.
2. **Be an good ambassador for Christian CND**
This includes standing by decisions which have been taken by consensus of the Exec, respecting and listening to each other’s opinions, and stating our own views thoughtfully, concisely and after prayer!

**Additional roles for the Co-Chairs**

1. Work collaboratively and non-hierarchically with the other Co-Chair and the whole Exec team, always seeking clarity, consistency, participation and consensus as a priority
2. Facilitate clear decision-making and action by the whole Exec team, in line with section 8f of the CCND Constitution
3. Take it in turns with the other Co-Chair to facilitate Exec meetings (prepare an agenda in consultation with the Exec, chair the meeting, review the draft minutes for clarity and accuracy)
4. Where necessary, act as the external face of CCND and sign documents (e.g. open letters) as Co-Chair
5. Work with the Treasurer to monitor finances against the budget
6. Approve or reject expenditure where required to do so by the Constitution (section 7) or the Expenses Policy
7. Make decisions on behalf of the Exec, in line with previous strategy and discussions, in the rare cases where a very rapid decision has to be reached. Even in these cases every effort should be made to consult other Exec members if possible.

**Additional roles for the Treasurer**

1. Lead work on preparing an annual budget (to be agreed by the Exec).
2. Review income and expenditure transactions against budget and produce quarterly summaries for Exec meetings
3. Produce annual accounts for the AGM and arrange independent scrutiny as appropriate
4. Be a signatory to the bank accounts and one of the nominated persons for online banking; process occasional transactions when the office staff are away
5. Complete Corporation Tax returns and arrange any payment due
6. Have oversight of salary and pension arrangements for staff
7. Have oversight of the different bank/investment accounts holding our capital
8. Be a member of the Grants Committee

Note: Exec has agreed that if the Treasurer requests professional help with any of these roles, this can be considered – e.g. paying for an external auditor, for IT support, administration, or training for themselves. The Treasurer needs to ensure that the roles above are carried out, but does not need to do it all personally.