

DAG Executive – Role Specifications

Below is a list of the various roles identified by the DAG Executive as being essential to deliver the services sought by Devon governors, together with a related Role Specification. As this is the first attempt at doing this there will inevitably be some room for amendment – particularly of estimated time commitments. Those roles with a double asterisk are ones for whom there are already volunteers – this does not preclude further volunteers! It would also, of course, be possible for an individual to undertake more than one task. Please note also that communication within and beyond the Executive relies heavily upon use of a computer and virtually all the task roles require fairly regular computer access.

****Executive Member (NB Executive members should be governors or work with governors)**

Tasks

- To attend, whenever possible, the 6 Executive meetings and the Assembly held each year
- To receive and read supporting papers relating to Executive / educational matters
- To contribute and respond to Executive discussions / debate
- To consider taking on one of the roles outlined below
- To consider taking on any other single item DAG task identified by the Executive
- If not holding a task, to be prepared to give some support to one of the task holders
- (Optional) To write on an occasional basis a DAG Devon Governor Article
- (Optional) To co-ordinate the arrangements for the Annual Assembly
- (Optional) To attend the occasional Link Governor meeting
- (Optional) To attend the occasional NGA national and/or local meeting

Time Commitment

- Meetings last 2 hours + travel : Assembly 3 hours + travel
- Other – up to one hour per week during term time

Finance

- Discretionary expenses

****Executive Officer (EO) (formerly County Secretary)**

Tasks

- To co-ordinate the work of the Executive, i.e.
 - To draw up the agenda for meetings in conjunction with the Chair
 - To prepare notes to support the agenda of Executive meetings
 - To update the Executive as appropriate on education issues
 - To hold an overview of the work of the other task holders
 - To maintain records of DAG activities
 - To compile and distribute details of the Executive membership
 - To update the DAG leaflet for governors once a year (summer term)
 - To promote DAG activities and find/act as a spokesman for DAG as and when appropriate
- To liaise with Chair and other senior officers to discuss any major issues
- To maintain an overview of educational matters
- To act as the principal link with Devon governors
- To act as the principal link with DGS (including Checklist) and County Hall Officers
- To act as the principal link with the NGA
- To ' oil the wheels ' of the DAG operation!

*Time Commitment (**including** Executive Member commitments)*

- Very variable but on average up to 10 hours per week during term time

Finance

- Discretionary expenses
- Honorarium

****Chair**

Tasks

- To chair meetings of the Executive and the Annual Assembly
- To liaise with the EO in drawing up the agenda
- To act with other senior officers to discuss any major issues
- To represent, when possible, DAG at NGA meetings
- To represent DAG in meetings with the Director for CYPS

Time Commitment (in addition to Executive Member role)

- Average of one hour per week during term time

Finance

- Discretionary expenses

****Vice-Chairs**

Tasks

- To deputise for the Chair when necessary
- To act with other senior officers to discuss any major issues
- To support the EO

Time Commitment (in addition to Executive Member role)

- Occasional

Finance

- Discretionary expenses

****Treasurer**

Tasks

- To maintain the finances of DAG
- To negotiate and ensure (with other officers where necessary) a regular source of income
- To liaise with NGA on financial contributions
- To prepare the annual accounts and arrange an annual audit of DAG finances
- To prepare a draft annual budget
- To act with other senior officers to discuss any major issues

Time Commitment (in addition to Executive Member role)

- Up to one hour per week during term time

Finance

- Discretionary expenses

Secretary (formerly Assistant Secretary - NB need not be a governor)

Tasks

- To minute meetings of Executive and the Annual Assembly
- To book the venue / refreshments for Executive meetings
- To minute and collate minutes of Area Meetings in conjunction with Area Meetings Co-ordinator
- To help AMC with domestic arrangements of Area Meetings
- To compile composite document from Reports Back made by DAG Representatives
- To liaise in items above with EO, AMC and DRC as appropriate

Time Commitment (in addition to attending Executive Meetings, Area Meetings and Annual Assembly)

- Up to 4 hours for each meeting

Finance

- Discretionary expenses
- Honorarium

****Area Meetings Co-ordinator (AMC)**

Tasks

- To convene and lead 2 sets of 4 Area Meetings in the course of the year
- To follow-up feedback / questions from Area Meetings with NGA and LA officers
- To prepare a summary document for all schools following each set of meetings
- To liaise with EO, Secretary and NM

Time Commitment (in addition to Executive Member role)

- 30 – 40 hours for each of the 2 sets of meetings

Finance

- Discretionary expenses

Updates Manager (UM)

Tasks

- To receive information from the LA, NGA, DAG Reps, EO and other educational sources
- From this to compile for each term time month a brief composite update of key issues for governors
- To liaise with EO before forwarding update to NM for distribution
- To prepare a word document of the update for the WM

Time Commitment (in addition to Executive Member role)

- Up to two hours per week during term time

Finance

- Discretionary expenses

E-mail Network Manager (NM)

Tasks

- To maintain the current e-mail communications network with individual governors and schools
- To update the network as members leave and join
- To pass on the introductory e-mail DAG package to new members
- To undertake an annual check of e-mail membership
- To update the Executive occasionally on levels of membership

Time Commitment (in addition to Executive Member role)

- Up to one hour per week during term time

Finance

- Discretionary expenses

Website Manager (WM)

Tasks

- To receive educational documents from NGA, DGS and other sources
- To liaise with and pass on relevant documents to the LA Website Team who manage the DAG website
- To check once a month that items have been correctly posted and to suggest any items for removal

Time Commitment (in addition to Executive Member role)

- Up to one hour per week during term time

Finance

- Discretionary expenses

****DAG Representative Co-ordinator (DRC)**

Tasks

- To liaise with the Local Authority regarding all governor representation on committees and working parties
- To pass on via the Updates any request for new / replacement representatives
- To arrange with representatives the Reports Back system from meetings attended
- To remind representatives of Reports Back deadlines prior to Executive meetings
- To forward Reports Back to the Secretary

Time Commitment (in addition to Executive Member role)

- Up to one hour per week during term time

Finance

- Discretionary expenses