



**ADVOCACY INTO ACTION**  
**Independent Advocacy for People with Learning Disabilities**  
**In Falkirk and Clackmannanshire**

**Roles and Responsibilities of**  
**Office Bearers and the Management Committee**

**Chairperson:**

**Member of the Management Committee**  
**Chair the Committee Meetings**  
**Represent Advocacy Into Action on other groups, eg PIP**

**Finance Director:**

**Member of Management Committee**  
**Looking after money - making sure money is used right**  
**Checking Petty Cash**  
**Approve budget and look at budgeting throughout year**  
**Issue and sign cheques**  
**Report to Committee members on financial position**

**Company Secretary:**

**Member of Management Committee**  
**Prepare Minutes of Meetings**  
**Chair AGM**

**All Committee Members:**

**Oversee work of AIA**  
**Approve procedures**  
**Agree/make decisions**  
**Help with the employment of staff**  
**Help on sub committees as appropriate**  
**Support staff**