Earth Building UK and Ireland

Role Descriptions

Last Updated: May 2023

# The Executive Committee

The Executive Committee is responsible for the administration, promotion, organising of special events and the financial control of EBUKI.

The Committee is made up of volunteer Officers and additional Committee Members. There should ideally be between 8-10 total Executive Members, including the Officer Roles in Section. Executives are encouraged to attend and engage in Committee meetings.

Executive Committee Meetings are ordinarily held by monthly Zoom, on the first Wednesday evening of every month. The Chair for each meeting may be a floating role, to be confirmed prior to each meeting. The CEO is not necessarily responsible for the Committee meetings.

## Specific Officer Roles

* Chief Executive Officer
* The Vice CEO
* Secretary
* Finance Officer
* Membership Officer

## Responsibilities of all Executive Committee Members

* Any input, however minimal of any kind is key and appreciated
* Encouraged to suggest and actively engage/partake in tasks, projects or events
* Will not have pressure put on them to carry out activities or roles but will be welcomed to engage with the Committee and fellow Members
* Should have an awareness of EBUKI’s activities and champion the cause of EBUKI, wherever possible or appropriate
* Attend the monthly Online meetings to discuss ongoing operations and projects of the organisation, periodic face to face meetings and the in-person AGM, except where extenuating or mitigating circumstances prevent this. Apologies should be provided out of courtesy in a reasonable amount of time prior to the meeting.
* Represent EBUKI at partner organisation meetings, events, through presentation/demonstration or joint delivery, as discussed and agreed by the Committee and in accordance with EBUKI’s aims and values.