

## British Mensa Volunteer Job Description – Regional Officer

<b>Job Title:</b>	Regional Officer - (Scottish Officer, Welsh Officer as applicable)
<b>Appointed by:</b>	Board of British Mensa
<b>Reports to:</b>	Chief Executive – for all operational issues
<b>Term of Office:</b>	Three years, reviewed annually. (Two term limit recommended)
<b>Main Purpose of Job:</b>	Co-ordinates and manages regional activities and officers, to maximise the benefit for members with regular and interesting events and opportunities for discourse with other members. Represents Mensa to the members in the region.
<b>Main Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Facilitates the day to day running of the Region (including the encouragement of officers within the region and regional events)</li> <li>2. Maintains regular contact with all officers in the region.</li> <li>3. Ensures there is a good management team of Officers within the Region to assist with organising regional affairs.</li> <li>4. Appoints any officers required for the Region, making use of the Volunteering Dashboard to advertise available positions. May also remove officers from posts. NB - The Regional News Letter Editor (RNLE) is selected by the Regional Publications Officer (RPO) The RO has the right to say if they think they are not suitable.</li> <li>5. Ensures that regional posts comply with job descriptions and consults the CEO before making any substantive changes to the region and how it operates. A region may decide to create a post that is relevant to their region. A Job description should be drawn up and agreed with the CEO for that post before it is appointed</li> <li>6. Identifies any training requirements that officers may have and mentors new recruits.</li> <li>7. Convenes Officer Business Meetings as required and with appropriate officers for subject.</li> <li>8. Ensures that the regional membership is informed of any matters that should be brought to their attention in a timely manner, through the appropriate media e.g. the regional newsletter, emails (and letters) and social media.</li> <li>9. Takes responsibility as one of the signatories to the regional bank account.</li> <li>10. Receives and authorises local officer expense forms and forwards them to the Mensa Office (accounts department) for payment in a timely manner.</li> </ol>

	<ol style="list-style-type: none"> <li>11. Keeps appropriate records so that, in the event of a change of Regional Officer, or through the incapacity of the Regional Officer, a deputy / new Regional Officer can take charge without undue delay.</li> <li>12. Attends the Regional Officer Conferences or sends a Deputy.</li> <li>13. Subscribes and is expected to actively participate on the Regional Officer e-mail list in an appropriate manner and develop a good exchange of information on relevant issues.</li> <li>14. Works with the other Regional Officers to ensure that the calendar of significant events that is maintained by the office does not have unmanageable conflicts.</li> <li>15. Liaises with Regional Officers in neighbouring regions and facilitates Event Organisers near the border of another region to assist with publicising their events in that other region as well. It is also suggested that RO's from bordering regions look to create joint events to share and reduce costs and promote to a larger audience</li> <li>16. Works in a constructive and co-operative manner with the board of Mensa and the CEO and represents Mensa in a positive manner to the regional membership.</li> <li>17. Complies with the British Mensa Officers' Code of Conduct to be found on the main Mensa website.</li> </ol>
<p><b>Person Specification:</b></p>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to work within a team, to support, guide and motivate others.</li> <li>• Good interpersonal skills, able to communicate clearly and effectively through various communication channels appropriate for the matter in hand (e.g. phone for sensitive issues, mailing list for communication with other ROs (currently Yahoo groups), social media with members in own region, etc.)</li> <li>• Able to deal with conflict and challenge in a positive way</li> <li>• Ideally will have attended Mensa events and may also have experience in organising Mensa events.</li> </ul>