



Women in Tax Committee Roles and Responsibilities

This document sets out the elected positions for the Women in Tax Committee. The positions are elected annually at the AGM.

Chair

The Chair is responsible for setting the strategy and direction of WIT, in consultation with the Committee. The Chair brings her own energy and enthusiasm to the role, and leads the group, but should seek to do so by consensus. The Chair will also be the primary point of external contact for WIT, liaising with potential leaders of new branches and talking more widely about the role of WIT. By effective chairing of committee meetings, the Chair encourages others to take forward specific actions and to move forward the objectives of WIT.

- Elected to the role
- Chairs committee meetings and the AGM
- Chairs major events such as the dinner and debate, or asks another Committee member to do so when appropriate
- Encourages committee members to take on specific roles, and seeks to support them in those roles
- Liaises with potential leaders of new branches

Vice Chair

- Elected to the role
- Supports Chair in responsibilities outlined above

Treasurer

- Elected to the role
- Prepares annual accounts and treasurers report for AGM
- Main point of contact for bank account
- Liaises with HMRC and prepares and submits tax return
- Assists with budgeting for events

Secretary

The Secretary role is wide-ranging but at its heart it is largely administrative, ensuring meetings are effectively organised and minuted. It also involves liaising with the Chair, Vice Chair and Treasurer to plan meetings, in particular the AGM and other key events. It requires the maintenance of effective records and administration and ensures adherence with the Women in Tax Constitution. The Secretary takes a lead on communication and correspondence with Committee Members, via the minutes and other developments e.g. invitations to upcoming events. Given that the Secretary

generally has wide knowledge of the WiT operations, the role inevitable expands into other projects and initiatives as deemed appropriate.

- Elected to the role.
- Drafts agenda and minutes at monthly committee meetings
- Maintains WiT Constitution and ensures adherence
- Organises AGM and complies associated materials
- Supports key officers and assists other WiT Committee Members as appropriate

Events Committee leader

The Events leader role is to coordinate the organisation of WiT seminars, conferences and other events, which have the primary aim to facilitate the networking of women who work in the tax profession. There are approximately 8 events per annum (excluding the June dinner/drinks and the annual conference). Each event has a theme or focus, including development opportunities, and sharing experiences or insights. It involves liaising with the Chair, Secretary and Treasurer to provide updates, discuss event strategy, and determine funding requirement where appropriate.

- Elected to the role.
- Lead the Events sub-committee (which itself is made up of other WiT committee members and volunteers).
- Hold regular calls with the Events sub-committee to discuss upcoming events.
- Maintain a record of upcoming events and provide regular updates to the main Committee at monthly calls.
- Ensure each event has a volunteer lead (a member of the sub-committee), who in turn will take a lead role in organising the specific event, including to liaise with hosts, speakers, etc.
- Ensure each event is promoted on the WiT website and other platforms (e.g., LinkedIn).

Membership secretary

- Elected to the role
- Responsible for maintaining and administering membership records in line with GDPR requirements
- Responsible for promoting the group to potential new members, with the aim of a diverse membership across the country
- Updating committee members on changes in membership numbers
- Supports key officers and assists other WiT Committee Members and regional groups as appropriate

Regional Liaison officer

- Elected to the role
- Liaison between different regional branches.
- Assists with the communication and co-ordination WiT activities, aims and objectives nationwide.
- Promotes the views of the regional branches at committee meetings.
- Supports key regional officers and assists other WiT Committee Members as appropriate.

Comms Officer

The key element of the role is to ensure that the network is promoted across the UK and across all fields of tax. Where an event is being held it should be promoted across all social media and where possible within publications. The role requires creative thinking on ways to reach all levels of tax professionals ensuring the network promotes diversity. Often leading on publicity opportunities the person would need to have a full understanding on the needs of the network and overall goal. The key would be to have effective communication with the committee members and external supporters.

As well as PR, the role would also take responsibility for the website, ensuring that events and notices are advertised and works in sync with the WiT distribution list.

- Elected to the role
- Actively supports WiT Committee Officers ahead of events, promote and ensure committee members circulate details of events to their respective networks.
- Collate feedback from attendees as well as wider networks and obtaining feedback to group on ways to improve.
- Ambassador for WiT, promoting and bringing in new membership

Committee Members

- Elected to the role
- Willingness to support WiT Committee Officers ahead of meetings, take on specific roles at meetings or deal with matters in between board meetings (for example, acting as a link between the Committee and wider WiT membership).
- Ambassador for WiT, promoting and bringing in new membership

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