



**Inclusive
Research
Network**

IRN STEERING COMMITTEE ROLES

February 2017

IRN Steering Committee



Chair - Nancy Leddin



Vice Chair—Joan Body



Secretary—Brian Donohoe



Public Relations Officer—Fionn Angus



Treasurer – Laura

Role of Steering Committee

Chair



- Chair IRN monthly meetings
- Chair monthly planning meeting
- Decide meeting agenda with Steering Committee
- Help prepare IRN presentations
- Sign off on all IRN presentations
- Keep time at meetings
- Follow up between meetings as needed
- Welcome people at meetings
- A.O.B (Any Other Business)
- Make Final Decision if a vote ends in a tie

Vice Chair



- Stand in for Chair as needed
- Attend monthly planning meetings
- Help Chair prepare for meetings
- Help prepare presentations
- Attend all IRN meetings
- Make presentations for IRN

Role of Steering Committee

Public Relations Officer



- Attend monthly planning meetings
- Attend monthly IRN meetings
- Do talks at conferences
- Arrange media interviews
- Call press conference
- Prepare press releases
- Tell people about IRN work
- Advertise upcoming events

Role of Steering Committee

Secretary



- Organise monthly meeting and planning meetings
- Send out emails to all IRN members about the meetings
- Follow up with any emails received from members
- Attend monthly IRN meetings
- Do talks at conferences
- Take notes at meetings
- Send IRN members copies of minutes and agenda.

Treasurer



- Sign cheques and pay bills
- Keep track of budget
- Prepare an annual budget report
- Update budget at each meeting
- Look for grant funding