



Steering Group Members Roles.



February 2019

IRN Steering Group (2019-2022)



Chair: Michael Sullivan



Vice Chair: Derek Murphy



Secretary: Brian Donohoe



Spokesperson: Carol Ann O
Toole



Treasurer: Martin Dooher

Role of IRN Chair and Vice Chair

Chair



- Chair monthly planning meeting
- Decide meeting agenda with Steering Group
- Chair IRN monthly meetings
- Welcome people at meetings
- Help prepare IRN presentations
- Follow up between meetings as needed **with IRN Steering Group or working groups**
- A.O.B (Any Other Business)
- Make Final Decision if an IRN vote ends in a tie
- Approve final documents (easy read report, press release, letters)

Vice Chair



- Attend monthly planning meetings
- Decide meeting agenda with Steering Group
- Help Chair prepare for meetings
- Attend all IRN meetings
- Stand in for Chair as needed
- **Keep time at meetings**
- Help prepare talks
- Give talks about our work

Role of IRN Secretary



- Organise and attend steering group planning meetings
- Decide meeting agenda with Steering Group
- Send meeting agenda out to all IRN members and supporters.
- Organise monthly IRN meeting
- Send out emails to all IRN members about the meeting dates, time and location
- Follow up with any emails received from members or from people who want to know about our work
- Attend monthly IRN meetings
- Keep track of attendance
- Take notes at meetings
- Draft meeting minutes and send to IRN steering group and supporters
- Finalise meeting minutes and send out to all IRN members and supporters
- Create & update contact list
- Lead working groups at IRN meetings to prepare conference talks
- Along with members of steering group, write letters to government based on our work.

Role of Treasurer



- Attend monthly planning meeting with steering group
- Decide monthly meeting agenda with Steering Group
- Sign cheques and pay bills
- Keep track of budget
- Prepare an annual budget report
- Update budget at each IRN meeting
- Look for grant funding

Role of Spokesperson



- Attend monthly planning meetings
- **Decide monthly meeting agenda with Steering Group**
- 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