

ASPRA Committee Roles

Secretary

To support the Committee, assist with the organisation and administration of the Association.

To organise meetings, plus refreshments, book rooms, write minutes of meetings, and to communicate relevant information to members to assist with correspondence, keep records and liaise with outside organisations as appropriate on behalf of the Chair and Association.

To liaise with the Committee over preparation and distribution of the agenda at meetings.

Must have good numeracy skills and be comfortable with online banking.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain their individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Requires reasonable IT skills.

Magazine Editor

To liaise with Advertising Manager regarding advertising status and production of adverts for inclusion in the ASPRA Magazine.

To liaise with Committee members to gather relevant information for inclusion.

Ensure appropriate publication quantities, based on

- Road Representative details
- Membership numbers
- ASPRA area total households
- Advertiser and other local group copy requirements

To communicate and locate potential and existing writers for articles.

To communicate and keep up to date with local events and local organisations for publication in the magazine.

To coordinate content and advertising copy to provide appropriate mix and quantity for agreed page count

To produce copy for the magazine.

To liaise with printers for production and publication of the magazine in a cost-effective manner.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain their individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Needs good IT and editing skills

Advertising Manager

To maintain list of magazine advertisers, contact details and invoice schedules.

Invoice advertisers at appropriate time for magazine preparation.

Collect payments and progress invoices.

Collate advertising bank payments and ensure Treasurer has full visibility of necessary detail.

To ensure copies of latest magazine are provided for each current advertiser.

To maintain contact with existing advertisers and visit local retailers etc. to build new advertising and revenue.

To provide appropriate print ready advertising copy and images for part page adverts to Editor.

To provide backup for communication with Printer and Road Representatives to support Editor.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain their individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Appropriate IT and inter-personal skills

To share access to ASPRA's social media accounts with at least one other ASPRA volunteer.

To consider the need for ASPRA to run additional social media accounts, e.g. Instagram, Twitter, TikTok.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain their individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Needs an understanding of how social media works along with basic computing skills. Needs a personal social media profile: required in order to become a Community page 'Admin'.