

# The jobs of people on an Advisory Group or Committee

## Everyone has a job on an advisory group or committee



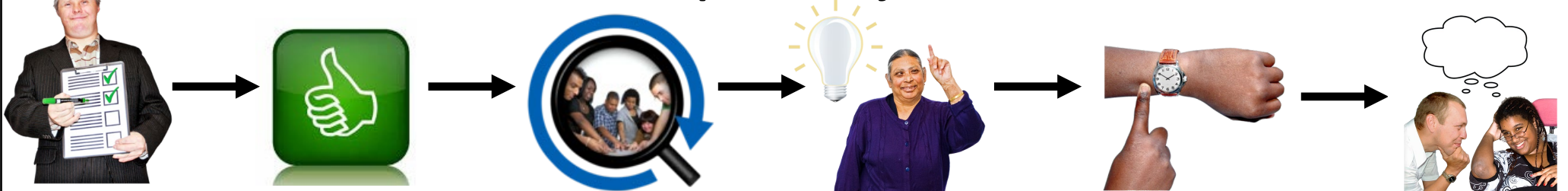
Everyone on the advisory group or committee must work together, speak up and have their say.

## Chairperson



The Chairperson is the leader of the advisory group or committee. They lead the meetings.

## The Chairperson's job is to...



Follow the Agenda, make sure the meeting runs well, support everyone to have their say, check people are happy with the choices made, make sure the meeting runs on time and support people to have a say.

## The Secretary or Minute Taker's job is to...



The Secretary or minute taker's job is to write down the things talked about at the meetings.

## The Treasurer's job is to...



The Treasurer's job is to look after the money and to write down how the money is spent. The Treasurer will tell the advisory group or committee about the group's money.