

2014



# POLICE PAGAN ASSOCIATION

## Role Profiles

*“A national organisation supporting Pagan police officers and staff. Working together, we aim to improve the relationship between the Pagan community and the police”*

|                          |                              |
|--------------------------|------------------------------|
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# CONTENTS

## Section 1 – Summary

- Executive summary

• Page 3

## Section 2 – Role Profiles

- Chair
- Vice-Chair
- Treasurer
- General Secretary
- Internal Support Liaison
- External Support Liaison
- Social Secretary
- Chaplaincy Liaison

• Page 4  
• Page 5  
• Page 6  
• Page 7  
• Page 8  
• Page 9  
• Page 10  
• Page 11

## SECTION 1

### Summary

This document specifies the roles of the Executive Committee of the National Police Pagan Association (PPA) as of 2012.

## SECTION 2

### CHAIR

#### Line Manager - The Executive Committee

- The Chair is the public outward-facing head of the Association. Acting as the voice and face of the Association, the Chair will make representation at the highest level in the public sector, with a view to enhancing the relationship between the community and the police service, and the furtherance of the goals and objectives of the Association.
- The Chair must possess a knowledge of the organisation and personal commitment to its goals and objectives.
- The Chair will chair the meetings of the Executive Committee.
- The Chair will attend regular meetings Chief police officers, Professional Standards, Police Federations, the Police Authority and, when invited and deemed appropriate, with external groups and organisations representing the views of the Association.
- The Chair will undertake written, pre-recorded, live and recorded press interviews.
- The Chair will prepare and deliver speeches at the AGM, key conferences and to other groups and organisations if required.
- The Chair will prepare the responses to documents and policies within the public sector.
- The Chair will oversee the implementation of the Association's key business areas.
- The Chair will oversee and manage the work of the Executive Committee.
- The Chair will promote and develop partnership working within the public sector.
- The Chair will seek to continually develop their knowledge of the Association and personal commitment to its goals and objectives.

## VICE-CHAIR

### Line Manager - The Chair

- The Vice-Chair is the strategic inward-facing head of the Association, being responsible for the development of the Association's policies, practices and procedures, and making representation at the most strategic level within the police service.
- The Vice-Chair will share responsibilities of the Chair, and will perform acting duties in their absence.
- The Vice-Chair must possess a knowledge of the organisation and personal commitment to its goals and objectives.
- In the absence of the Chair, the Vice-Chair will chair the meetings of the Executive Committee.
- In the absence of the Chair, the Vice-Chair will attend regular meetings with Chief police officers, Professional Standards, Police Federations, Diversity Boards and the Police Authority representing the views of the Association.
- The Vice-Chair will undertake written and pre-recorded press interviews and, in the absence of the Chair, live press interviews.
- The Vice-Chair will assist the Chair in the preparation and delivery of speeches if required.
- The Vice-Chair will prepare the responses to documents and policies within the police service.
- The Vice-Chair will assist the Chair with the implementation of key business areas.
- The Vice-Chair will promote and develop partnership working with police staff associations/support groups.
- The Vice-Chair will seek to continually develop their knowledge of the Association and personal commitment to its goals and objectives.

## TREASURER

### Line Manager - The Chair

- The Treasurer must possess a knowledge of the organisation and a personal commitment to its goals and objectives.
- The role of Treasurer requires a basic understanding of financial accounting for non-profit making organisations.
- Where possible, the Treasurer must attend all Executive Committee meetings, including extraordinary general meetings.
- The Treasurer must serve as a member of the elected Executive Committee.
- The Treasurer will assist in the preparation of the Association's budget.
- The Treasurer will work with the Executive Committee to ensure that appropriate financial reports are made available to the Association on a timely basis.
- The Treasurer must be able to provide financial information to the Executive Committee and Constabulary Chief Officers as required.
- The Treasurer manages, with the Executive Committee, the Association's financial responsibilities.
- The Treasurer assists the Chair in preparing the annual budget and Activity Plan and presenting them to the Executive Committee and budget authorisers for approval.
- The Treasurer will review the annual audit and answer members' questions about the audit.
- The Treasurer will keep accurate financial records for the Association.
- The Treasurer will disburse funds and issue cheques and drafts in the name of the Association as directed by the Executive Committee.
- Upon request, the Treasurer will provide the Executive Committee an account of transactions and of the financial condition of the Association.

## GENERAL SECRETARY

### Line Manager - The Chair

- The General Secretary must possess a knowledge of the organisation and personal commitment to its goals and objectives.
- The role of General Secretary requires the ability to design, develop and implement high quality administrative systems to facilitate and maintain the effective and efficient management of the Association's office.
- The General Secretary will provide professional and confidential administrative support service to all members of the Association and Executive Committee.
- Where possible, the General Secretary must attend all Executive Committee meetings, including extraordinary general meetings.
- The General Secretary must serve as a member of the elected Executive Committee.
- The General Secretary will assume responsibilities of the Chairperson in the absence of the Chair or Vice-Chair at Executive Committee meetings.
- The General Secretary will arrange all Executive Committee meetings and provide notice of such meetings to interested persons.
- The General Secretary will keep records of all Executive Committee decisions, including overseeing the taking of minutes at all meetings.
- The General Secretary will distribute copies of minutes and the agenda to relevant parties.
- The General Secretary will review all minutes.
- The General Secretary will maintain all records and ensure their accuracy and safety.
- Upon request, the General Secretary will provide the Executive Committee an account of the Association's records.

## INTERNAL SUPPORT LIAISON

### Line Manager - The Chair

- The Internal Support Groups Liaison must possess a knowledge of the organisation and personal commitment to its goals and objectives.
- The role of the Internal Support Groups Liaison is to develop collaboration and liaison with staff associations/support groups within the police service, with a view to enhancing partnership working and the furtherance of the goals and objectives of the Association.
- Where possible, the Internal Support Groups Liaison must attend all Executive Committee meetings, including extraordinary general meetings.
- The Internal Support Groups Liaison must serve as a member of the elected Executive Committee.
- The Internal Support Groups Liaison will assist the Association with maintaining effective working relations with police staff associations/support groups.
- The Internal Support Groups Liaison will attend meetings held by the police staff associations/support groups with whom the Association are collaborated.
- If invited, the Internal Support Groups Liaison will represent the Association at meetings held by police staff associations/support groups with which the Association are pursuing collaboration, with the approval of the Executive Committee.
- The Internal Support Groups Liaison will report back to the Executive Committee any matters arising from any police staff association/support group meetings.
- Upon request, the External Support Groups Liaison will provide the Executive Committee an account of the minutes of the police staff association/support group meetings which they have attended.



## EXTERNAL SUPPORT LIAISON

### Line Manager - The Chair

- The External Support Groups Liaison must possess a knowledge of the organisation and personal commitment to its goals and objectives.
- The role of the External Support Groups Liaison is to develop collaboration and liaison with other associations/groups outside the police service who share a commitment to the goals and objectives of the Association.
- Where possible, the External Support Groups Liaison must attend all Executive Committee meetings, including extraordinary general meetings.
- The External Support Groups Liaison must serve as a member of the elected Executive Committee.
- The External Support Groups Liaison will assist the Association with maintaining effective working relations with external groups/associations.
- The External Support Groups Liaison will attend meetings held by the external groups/associations with whom the Association are collaborated.
- If invited, the External Support Groups Liaison will represent the Association at meetings held by external groups/associations with which the Association are pursuing collaboration, with the approval of the Executive Committee.
- The External Support Groups Liaison will report back to the Executive Committee any matters arising from any external group/association meetings.
- Upon request, the External Support Groups Liaison will provide the Executive Committee an account of the minutes of the external group/association meetings which they have attended.

## SOCIAL SECRETARY

### Line Manager - The Chair

- The Social Secretary must possess a knowledge of the organisation and personal commitment to its goals and objectives.
- The Social Secretary will work with the General Secretary to plan and organise the annual AGM, internal and external meetings, and other events.
- Where possible, the Social Secretary must attend all Executive Committee meetings, including extraordinary general meetings.
- The Social Secretary must serve as a member of the elected Executive Committee.
- The Social Secretary will work with the Executive Committee to develop new initiatives to raise the internal and external profile of the Association.
- The Social Secretary will notify police forces and members of up and coming faith and cultural related events and festivals.
- The Social Secretary will keep full members updated of such events through regular bulletins using resources such as Intranet and email.
- The Social Secretary organise and co-ordinate social activities for members.
- Upon request, the Social Secretary will provide full accounts for each social event to the Executive Committee and provide a social report for a committee meeting if required.

## CHAPLAINCY LIAISON

### Line Manager –Vice-Chair

- The role of Chaplaincy Liaison is that of providing a confidential 'listening' service; to provide support to any member of the police service who contacts them, and will be expected to work with members of the police chaplaincy and staff support associations where necessary.
- The Chaplaincy Liaison must be an accredited police chaplain of a Pagan faith.
- The Chaplaincy Liaison must possess a knowledge of the organisation and personal commitment to its goals and objectives.
- Where possible, the Chaplaincy Liaison must attend all Executive Committee meetings, including extraordinary general meetings.
- The Chaplaincy Liaison must serve as a member of the elected Executive Committee, but as an Associate Member will not vote on any matters raised.
- The Chaplaincy Liaison will promote the diversifying of the police chaplaincy in other forces in line with the PPA goals and objectives, referring to existing best practice where applicable.
- The Chaplaincy Liaison will attend chaplaincy and faith based meetings held by and for the police service as and when necessary, and will provide the Executive Committee an account of the minutes of such meetings upon request.
- The Chaplaincy Liaison will be available for any person who needs someone to talk to concerning an issue of faith. (This does not mean a 24 hour responsibility or commitment outside duty time.)
- The Chaplaincy Liaison will complete a Contact Sheet at the conclusion of each contact session and forward this to the PPA Vice-Chair. This report will detail the nature of the contact but will maintain the anonymity of the person requiring assistance.
- The duties detailed above will be carried out in line with the Chaplaincy policies laid out by the relevant Constabulary by whom the Chaplaincy Liaison is employed.

## SECTION 3

### Document Control

| Compliance             | Auditor              | Date       |
|------------------------|----------------------|------------|
| Diversity              | PS 1158 Andrew Pardy | 07/03/2014 |
| Health and Safety      |                      |            |
| Data Protection        | PS 1158 Andrew Pardy | 07/03/2014 |
| Human Rights           | PS 1158 Andrew Pardy | 07/03/2014 |
| Freedom of Information | PS 1158 Andrew Pardy | 07/03/2014 |
| Information Management |                      |            |

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| 08/09/2012 | 1.2     | Section 1, Summary – date changed to 2012 |
| 07/03/2014 | 1.3     | Current                                   |

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