



## Mercian Collaboration: Officer Role Descriptions

The following outlines the roles and responsibilities for the elected Steering Group Officers and members. This was originally agreed by the Steering Group ([SG 2016 03: 2](#)), and revised and updated accordingly by later iterations.

### Chair (2 year officer role)

- Member of, and Chairs, the Mercian Collaboration Steering Group and Directors Board
- Operates as the titular head of the Mercian Collaboration
- Leads and provides the Collaboration's overall strategic and operation direction, in consultation with the Steering Group and Board
- Reviews and selects Board plenary speakers and discussion topics, in consultation with the Steering Group
- Liaises with and reports to SCONUL regarding Collaboration strategic and operational matters, in association with the Development Officer
- Responsible for line managing and providing administrative support for the Development Officer
- Acts as a [sponsor for a subgroup](#) of their choice
- Stands down from the Steering Group at the end of their term

**Comments:** The Chair's role and activities are strongly supported by the MCDO's corporate secretarial, coordination and governance activities. They usually remain in close and regular contact with the Officer with respect to all Collaboration strategic, operational, financial and governance issues.

### Vice Chair (2 + 2 year officer role)

- Member of the Steering Group and Directors Board
- Deputises, and chairs, Board and Steering Group meetings, in the event of the Chair's absence
- Deputises for and supports the Chair in other circumstances as required or requested
- Liaises with the Officer on an ad hoc, as needed, basis
- Acts as a [subgroup sponsor](#) for the [MSDG](#)
- Normally succeeds the Chair when they stand down, after a 2 year elected period

**Comments:** The role of Vice Chair is currently relatively light, and centres on deputising for the Chair on occasions where they are themselves unavailable to contribute. They usually establish a good working relationship with the Officer with respect to operations and strategy.

### Treasurer (2 year officer role)

- Member of the Steering Group and Directors Board
- Formulates and proposes annual subscription rates, based on anticipated needs against anticipated running costs, with reference to the MC strategic plan and Steering Group
- Liaises with SCONUL Accounts concerning management fees, payment/raising of invoices, and other costs (e.g., Development Officer salary, expenses and Web site), supported by the Chair/Vice.
- Monitors expenditure against income, and reports to the Steering Group (and Members as required) on this as required
- Assesses funding requests from subgroups (e.g., external facilitators) against budget/income



- Approves expenditure and invoices, with reference to the Chair or SG as deemed appropriate (e.g., Officer expenses, conference venue fees and other costs)
- Liaises with the Officer on an ad hoc, as needed, basis
- Acts as a [sponsor for a subgroup](#) of their choice
- May be renominated for the position, if wished, at end of their term

**Comments:** The workload for the Treasurer is relatively light, with short peaks when preparing for meetings, dealing with MCDO expenses etc. They usually establish a close working relationship with the Officer with respect to financial and reporting matters.

#### Steering Group Members (2 year non-officer role)

- Member of the Steering Group and Directors Board
- Advise and support the elected Officers' work and decisions during Steering Group meetings and broader Mercian activities
- Represent the broader interests of the Mercian Directors not currently serving on the Steering Group
- Liaise with the Officer on an ad hoc, as needed, basis
- Act as a [sponsor for a subgroup](#) of their choice
- May be renominated for the position, if wished, at end of their term

**Comments:** The 3 elected Steering Group Members' main role is to broaden the insights and viewpoints expressed and realised within the Mercian Steering Group, helping guide decisions taken to be representative of the wider membership's interests.

#### Superseded Versions

- [Version 1.1 \(22<sup>nd</sup> May 2017\)](#)