

## **RA Delegate**

### **1. Purpose**

The core purpose of the RA Delegate is to act as one of the links between the Society and the Surrey County RA (as there are two RA Delegates appointed from the Society).

### **2. Duties**

The main duties of the RA delegate are to:

- Attend the Surrey County RA delegates meetings on behalf of the Society (*these are held bi-monthly on the evening of the last Monday in September / November/ January/March and May*);and
- Take notes of meetings and report back to the following Members meetings and provide a typed report to the Magazine Editor for publication in the RAY;
- Give feedback and field questions and concerns from Society members and Committee; and
- Take questions on behalf of the Society, its Members and Committee to the Delegates meeting.

### **3. Accountabilities**

The RA Delegates are accountable to the Officers and members of the Committee.

### **4. Working relationships**

The RA Delegate will need to develop a good working relationship with their fellow RA Delegate.

An RA Delegate will be expected to attend the majority of Croydon Society Members Meetings as well as Committee Meetings and report primarily to the Chairman and Secretary.

The Delegate will work with the other Delegate to provide a written report to the Magazine Editor to be published in the following RAY.

### **5. Other notes**

Applicants should be able to get to Leatherhead for meetings in the mid evening (car sharing where possible) and will be able to claim expenses from the Treasurer.

This post is a good opportunity for an official to network and meet with other senior officials and administrators within Surrey County. It is also a good opportunity for future progression within the Committee of the Society.