

BAFA Steering Committee Posts

Chair

Roles and Responsibilities:

- To schedule and chair Committee meetings and the AGM, ensuring that they are run efficiently and effectively
- To be the named contact and spokesperson for the Association
- To provide clear leadership and direction for the Association
- To work with the Committee to ensure that the functions and aims of the Association are delivered in line with the Constitution
- To ensure that the necessary skills are represented on the committee and that the officers of the Committee carry out their duties
- To assist in the development of partnerships with other boards and organisations that are relevant to the objectives of the Association

Vice Chair

Position to be assumed by one of the committee members listed below (with the exception of the Student Member) in addition to their primary role

Roles and Responsibilities:

- To support the Chair in his or her role
- To assume the responsibilities of the Chair in the event that the Chair is unable to perform his or her duties

Treasurer

Roles and Responsibilities:

- To administer all financial affairs of the Association including:
 - receipt of monies relating to membership and all other payments
 - payment of all accounts
 - ensuring that all monies received are banked
 - ensuring that all receipts and payments concur with bank deposits and withdrawals
- To maintain records of all financial transactions (income and expenditure)
- To lead the annual budget process and ensure an appropriate annual budget is provided to the committee for approval. This will include managing any surpluses or deficits and production of balance sheets for each Committee meeting
- To provide advice to the committee in their management of Association finances
- To support any required auditing processes
- To act as signatory on Association accounts

Secretary

Responsibilities:

- To notify Association / Committee members of the times and dates of all Association meetings no later than two calendar months before the date of the meeting
- In collaboration with the Committee, to prepare and disseminate the agendas for Committee meetings and for the AGM
- To manage the minutes of the Committee meetings and AGM and ensure that minutes are distributed to members shortly after each meeting
- To maintain the records of the committee and ensure that they are made available when required by authorised persons, e.g. other committee members or members of the judiciary if documents are required for reference in court. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records
- To provide an up-to-date copy of the Constitution and Code of Practice at all meetings
- To monitor tenure of Committee members and renewal of Committee members
- To work with the Chair to ensure the election of Committee members is undertaken according to the Constitution

Membership Secretary

Responsibilities:

- To be the contact point for membership enquiries and applications.
- To maintain a current record of all members
- To keep a record of all members contact details and the fees they have paid
- To liaise with the treasurer regarding payment of fees
- To issue reminders for fees when appropriate
- To notify Association members of the times and dates of all Association meetings no later than two calendar months before the date of the meeting
- In conjunction with other Committee Officers, to promote and increase the number of Members of the Association

International Liaison Officer

Responsibilities:

- To maintain and develop partnerships with international boards and organisations which are engaged in similar or related activities to the Association. These might include (but are not limited to) NGOs, forensic institutes and professional associations such as FASE, AAFS
- To facilitate the exchange of information between the Association and international colleagues
- Promotion of BAFA and RAI framework in international fora
- To disseminate information relating to international developments and activities in the field of Forensic Anthropology to the Committee / Association

Academic / R&D (UK) Officer

Responsibilities:

- To develop relationships with staff and students in academic institutions who are engaged in teaching and conducting research in Forensic Anthropology and related subjects

- To encourage members of those departments to join the Association, attend conferences and participate in CPD events
- Where appropriate, to encourage members of university departments to disseminate information relating to their current research and to direct members of the Association towards published research in their areas of expertise
- To work with student representatives to promote the activities of the Association in Universities/student societies
- To explore the potential for collaboration between academic institutions and commercial organisations in relation to research projects that would be applicable to forensic casework (in conjunction with Commercial Officer)

Communication / Outreach Officer

Responsibilities:

- To ensure that the current BAFA website is up to date and to regularly post communications relating to CPD events, field schools, job vacancies, internships and interesting news items relevant to Forensic Anthropology
- To act as a focal point for Committee Officers, receiving, collating and disseminating information that they provided to Association Members
- To produce regular electronic news bulletins to be sent to Association Members via email or posted on the BAFA website
- To liaise with the wider membership to identify topics for CPD events
- Together with other Committee members, organise CPD events
- To facilitate feedback from Association members to the Committee on all areas relating to the Association, e.g. Certification, mentorship, CPD events
- To liaise with the web designer in the creation of registration details for BAFA events

Commercial Officer

Responsibilities:

- To raise awareness amongst Association members of the role of the Forensic Service Providers (FSPs) within the UK Criminal Justice System
- To provide the Communications Officer with information received through Home Office communications and commercial fora such as the Association of Forensic Service Providers (AFSP), including relevant commercial information affecting the wider discipline of forensic science
- To inform Association members of research questions being generated by casework
- To explore the potential for collaboration between commercial organisations and academic institutions in relation to research projects that would be directly applicable to forensic casework (in conjunction with Academic R&D Committee officer)
- Together with other Committee members, to contribute to CPD events with non-*sub-judice* case studies

Student Member

- To represent student views to Committee members
- To act as a conduit for exchange of information between student and non-student members
- To raise awareness of specific issues relating to students within the Association
- To work with Academic / R&D Officer to promote membership of BAFA to appropriate students at universities
- To liaise with other student members