



Committee Member Roles and Responsibilities – updated February 2026

Chairperson – Charlotte Atkinson

- Draw up the agenda for committee meetings and circulate.
- Chair meetings

Vice chairperson – Joanne Atkins

- Take on the role of chairperson if chairperson is absent

Minutes Secretary – Victoria Gosling. Assistant Minutes Secretary – Sara Murray

- Take and type up minutes.
- Send minutes to committee for approval.

Treasurer – Joanne Atkins

- Take charge of funds/bank account and petty cash/kitty.

Local Group Representative on National FSA – Valerie Hyett

- Attend meetings of FSA Local Group Representatives (4 annual on Zoom)
- Feedback from local group to national FSA and vice versa

Membership and Events Officer – Emma Keeble

- Respond to emails and welcome new members
- Create events on Eventbrite and send to website coordinator
- Send emails to members, e.g. to promote events.

Social Media Officer – Christine Oliver, Assistant Social Media Officer – Hannah Preece

- Create adverts for events
- Manage the Facebook account
- Oversee WhatsApp group
- Manage the FSA group page and any other social media channels or website to promote FSA Suffolk