

1. All AAM Committee Members

All AAM Committee Members must comply with the "Roles and Responsibilities of a Local Group Committee" as specified in the IAM RoadSmart Group Handbook and in particular to the following responsibilities, given on Handbook page 23 which apply individually and collectively to members of the Aberdeen Advanced Motorists Group's Committee:

- To further the objectives of the Aberdeen Advanced Motorists Group (AAM).
- To encourage and assist drivers and / or riders to become members of IAM RoadSmart.
- To foster and maintain interest in IAM RoadSmart among AAM members and to keep them informed by way of periodic newsletter.
- To arrange road safety and other events which further the objectives of the AAM.
- To ensure no AAM member derives pecuniary benefit from AAM group resources through their membership of AAM.
- To ensure all AAM full members are current IAM RoadSmart members and must exclude from AAM membership any AAM full member if their IAM RoadSmart membership has ceased.
- To generally co-operate with the IAM RoadSmart Council and employees of IAM RoadSmart.
- To record and retain minutes of meetings of the AAM Committee, AGMs and EGMs for a minimum of 10 years.
- To respect IAM RoadSmart's copyright in its badge or logo.
- To use the IAM RoadSmart badge and logo in AAM literature in accordance with the brand guidelines set out for their use by IAM RoadSmart.
- To report any unauthorised use of the badge or logo to IAM RoadSmart and endeavour to prevent the badge or logo from being otherwise reproduced without the consent of the IAM RoadSmart's Council.
- To endeavour to ensure the good name of IAM RoadSmart and the AAM Group is maintained and is not brought into disrepute by the conduct of AAM or any AAM member.

AAM Committee meetings shall be held at least once every 3 months. At least 3 members must be in attendance to form a Quorum.

2. AAM Officer – Chairperson

Key Responsibilities:

- To comply with all 12 points listed in **All AAM Committee Members**.
- To understand all aspects of running the AAM Group and have experience of holding one or more positions on the Committee.
- To set an example of leadership and understand how to chair meetings.
- To attend and chair as many Committee meetings as is reasonably practical.
- To attend, chair and report at the AAM AGM.
- To be at the forefront of local AAM Group activities and to be prepared to attend external meetings and events, if required.
- To ensure AM engage and embrace IAM RoadSmart standards and strategy.
- To be able to make urgent decisions, taking advice or consulting with other AAM Committee members; decisions may then be ratified at future Committee meetings.
- To mentor another Member of the AAM Committee as a successor to the Chairperson's role, for typically one year prior to retiring from the role.

3. AAM Officer – Vice Chairperson

Key Responsibilities:

- To comply with all 12 points listed in **All AAM Committee Members**.
- To be mentored by the Chairperson as a successor to the Chairperson role over a period of typically 12 months and deputise for her/him as required on any of the points listed above (apart from the final one).

4. AAM Officer – General Secretary

Key Responsibilities:

- To comply with all 12 points listed in **All AAM Committee Members**.
- To understand all aspects of IAM RoadSmart Group rules and committee proceedings.
- To attend as many AAM Committee meetings as is reasonably practical.
- To attend and report at AAM AGM.
- To promptly attend to Local Group enquiries.
- To issue the Agenda, Minutes and Action Tracking Register of Committee meetings in a timely manner.
- To issue notices, newsletters, and other communications (or AAM website links, if appropriate) to members of the Committee, Members and Associates, as appropriate.
- To notify all AAM Members of the AGM at least 21 days in advance of the meeting, request nominations for AAM Committee and record all nominations received for election at the AGM.
- To mentor another Member of the AAM Committee as a successor to the Secretary's role, for typically 6 months prior to retiring from the role.

Delegated Responsibilities:

The General Secretary may delegate the taking of the minutes of meetings or maintaining the Action Tracking Register to another AAM Committee member (See Meeting's Secretary role).

5. AAM Officer – Treasurer / Membership Secretary

Key Responsibilities:

- To comply with all 12 points listed in **All AAM Committee Members**.
- To ensure the AAM funds are held in an appropriate bank or building society account.
- To maintain accurate records of all incoming money and outgoing expenses.
- To ensure all reimbursable expenses are properly claimed and recorded.
- To maintain records of all equipment purchases, showing date of acquisition, cost and where stored.
- To attend and report on status of AAM account at as many AAM Committee meetings, as is reasonably practical.

- To attend and make financial report at the AAM AGM.
- To check validity of membership and follow up lapses in subscriptions.
- To manage local membership records from allocation by IAM, through enrollment on DTE database.
- To report on new allocations, and enrolment status at each AAM Committee meeting.
- To mentor another Member of the Committee as a successor to the Treasurer's role, for typically 2 months prior to retiring from the role.

6. AAM Committee – Website Administrator / Newsletter Editor

Key Responsibilities:

- To comply with all 12 points listed in **All AAM Committee Members**.
- To attend and report on status of AAM Website changes and Newsletter contents at as many AAM Committee meetings as is reasonably practical.
- To suggest content for the AAM website and Newsletter
- To prepare draft Newsletters for acceptance by Committee Officers, thereafter finalise news for issue to the membership via Group Secretary using a link to the AAM Website.
- To use publicity from events or external meeting engagements to promote the AAM Group via its web pages or IAM weekly news or RoadSmart magazine.

7. AAM Committee – Social Events Coordinator

Key Responsibilities:

- To comply with all 12 points listed in **All AAM Committee Members**.
- To attend and report on status of events at as many AAM Committee meetings as is reasonably practical.
- To suggest events, plan and prepare notices for events.
- To organise details of events and attend events.
- To prepare publicity for forthcoming events for issue to the AAM membership by the Secretary or for publishing on the AAM website or Social media.

8. AAM Committee – Meeting's Secretary

Key Responsibilities:

- To comply with all 12 points listed in **All AAM Committee Members**.
- To attend as many AAM Committee Meetings as is reasonably practical.
- To assist the AAM Officer – Secretary for example by keeping minutes at AAM Committee meetings or maintaining the Action Tracking Register. Preparing these documents and issuing them to the AAM General Secretary at the close of the meeting or as soon as is reasonably practicable thereafter.

9. AAM Committee Member – Young Driver Advocate

Key Responsibilities:

- To comply with all 12 points listed in **All AAM Committee Members**.
- To attend all AAM Committee Meetings as is reasonably practical.
- To provide input, suggestions, feedback from a young person's perspective of all aspects of the AAM's activities as a way of encouraging other new younger Associates.

10. AAM Committee – Technology & Social Media

Key Responsibilities:

- To comply with all 12 points listed in **All AAM Committee Members**.
- To attend as many AAM Committee Meetings as is reasonably practical.
- To provide input, suggestions, feedback regarding aspects of AAM activities relating to Technology and Social media.

11. AAM Committee – Observer Liaison

Key Responsibilities:

- To comply with all 12 points listed in **All AAM Committee Members**.
- To attend as many AAM Committee Meetings as is reasonably practical.
- To regularly communicate with all AAM Observers to assess progress of their allocated Associates and future availability for observing newly enrolled motorists and riders.
- To regularly communicate with all AAM Observers and provide input, suggestions, feedback from the Observers to the Committee and vice versa of all aspects of Observing Motorist and Motor Cyclists to ensure the Committee are kept informed on Associate progress and Observers are made aware of decisions effecting their delivery of IAM services.

12. AAM Committee – Associate Liaison

Key Responsibilities:

- To comply with all 12 points listed in **All AAM Committee Members**.
- To attend as many AAM Committee Meetings as is reasonably practical.
- To engage and welcome all AAM Associates and provide information to them regarding their allocated Observers and answer any queries or concerns they have
- To ensure the Committee are kept informed on Associates' progress, when they will be test ready, when they will sit their tests and outcomes.