

## Introduction

The committee are responsible for ensuring the hub runs effectively.

Each hub will have a committee of 5 members. (1 NewGen Director and 4 members from the hub.)

## Committee Responsibilities

The committee are responsible for:

- *Reviewing attendance*
- *Monitoring participation and contributions of the hub members*
- *Evaluating/vetting and processing new member applications*
- *Membership renewals*
- *Resolving any complaints or disputes*
- *Organising social events*
- *Holding monthly committee meetings*
- *Providing a summary to the hub members following each monthly committee meeting*

## Roles within the committee:

- **Committee Chair** – responsible for leading the meeting/agenda, takes final vote on any decision
- **Membership co-ordinator** – responsible for processing new applications/renewals
- **Events co-ordinator** – responsible for arranging social events and notifying members of NewGen training events
- **Compliance co-ordinator** – responsible for handling complaints or grievances
- **Activities co-ordinator** – responsible for recording contributions and monitoring performance and attendance

## Record Keeping

Each committee are required to monitor, and record information based on the following:

- Attendance
- Absences
- Contributions
- Applications
- Renewals
- Complaints

## Committee Meeting - Agenda

- Hub Performance
- Guests Attended - Follow up
- Business Growth
- Member attendance
- Member contributions
- New applications / renewals
- Issues/Complaints
- Events
- AOB

## Hub Terminology

R = Representative - someone attending on your behalf

G = Guest - people attending as a visitor

CH = Coffee Hub

ABR = Actual Business received

ABP = Actual Business passed

RP = Referral passed

RR = Referral received

ATT = Attendance

A = Absent

P = Present

R = Representative

M = Medical