

Network South West Business Club

Convenor

Following is a brief outline of the duties of the Convenor's Role.

Before the meetings

- Responsible for running the club
- Creates agenda for meetings
- Sends out invitations and receives replies from members attending the meeting.
- Laisse and gives numbers to the meeting venue.

During the meetings

- Is the Head of the Committee
- Stands in for Chairperson if they are all unavailable.
- Has casting vote on the major issues if required
- Call executive meetings if required.

Member approvals

- Convenor has the veto as to whether a new member is accepted or not due to a clash in categories.