

# Organisational Structure

## Members

Have the power to set strategic direction and vote for procedures at the AGM. Can alter the scope of Directors' functions or require the Directors to act in a specified manner. Have a responsibility to show an active interest in the development and growth of the organisation.

## Company Secretary

Various duties including fulfilling statutory duties, providing notice of meetings, keeping minutes and dealing with company records.

## Directors

Director for IT

Director for fundraising

Director for Communications

Director for staff welfare

Director for Community liason

Have responsibility for ensuring organisation complies with regulations and legal requirements. Will encourage organisational development by providing expertise in specific business areas. Guide management to ensure members' interests are served. Provide back-up and assistance to staff.

## Manager

Has responsibility for day-to-day running of the organisation. Is there to facilitate and co-ordinate, to encourage users and enable staff to work efficiently and effectively. Is answerable to directors and members and works directly with staff and users.

## Employees/volunteers

Have responsibility for meeting the needs of users. Are there to help, support, encourage and advise. Job roles will be varied so all staff will be fully involved participants, not only in rote and tedious labor, but in "brain-work" and decision-making processes.

## Users

Have responsibility for involving themselves; for making suggestions; for encouraging the development of the organisation; for learning; for improving their own lives through accessing ICT; for having fun and making good use of the facilities. Also a responsibility to other users, staff and other members of the community to accept and promote equal opportunities.

