

Share review committee

Service commitments and their Responsibilities 2021

(including but not limited to)

Roles and Responsibilities	
Share reviewers	<ul style="list-style-type: none"> • Review shares posted in individual groups they have been allocated to • Report with 'accepted' or 'not accepted' • Post apologies if not able to review that week • 1 year clean time requirement • Suggested a minimum of 1 year service commitment • Should any Reviewer fail to review 3 consecutive shares without explanation, they will be potentially asked to step down from their commitment
Tech support	<ul style="list-style-type: none"> • Clean shares up, if possible, and re-upload to website • Separate audio shares if more than one share per recording • Remove any unwanted audio (such as reading cards etc) • To be added to share review committee (SRC) whats-app group • Read minutes from previous SRC meeting if not attended • 1 year clean time requirement • Suggested 1 year service commitment • Does not review shares
Panel leaders	<ul style="list-style-type: none"> • On the agreed cut off point to count share reviews and post the amount of accepted, not accepted and apologies. Post in share review committee group and in groups • Acknowledge share reviews in their allocated groups in a timely manner • Attend Share review committee meetings on a monthly basis to report back and discuss any issues arising (if can't attend then along with their apologies, send a report via the Whats-app group) • Update Chair with any share reviewers that have not reviewed 3 consecutive weeks, without apologies from said reviewer • Let the chair/secretary know about any agenda items they would like adding to the agenda for SRC meeting in a timely manner • Read minutes from previous SRC meeting if not attended • Post minutes of SRC meeting in whats-app groups (once 2nd ed) • 18 months clean time requirement • Suggested 1 year service commitment • Does not review shares
Chair	<ul style="list-style-type: none"> • Post share to be reviewed that week into whats-app groups along with website link to that share + review guidelines • Support panel leaders when they cannot attend their duty for that week

	<ul style="list-style-type: none"> • Upload accepted shares for public access • Delete rejected shares from website • Support Secretary in creating an agenda for SRC meeting • Chair the monthly SRC meeting • Post in whats-app groups upcoming SRC meetings for trusted servants to attend • Create a report and attend Bi-monthly Comms committee groups • Make contact with those people the panel leaders have identified as missing 3 consecutive weeks and offer support • To add new share reviewers to the 'new reviewers' group and take details before adding to main share review groups • Remove share review access to those leaving service • Review share review access for share reviewers • Read minutes from previous SRC meeting if not attended • 3 year clean time requirement • Suggested 2 year service commitment • Must be ratified at COMMS • Does not review shares
Vice chair:	<ul style="list-style-type: none"> • Learn the role of the chair • Support the chair in their roles as and when needed • Stand in for the chair if called upon • Must be ratified in as Vice Chair at Comms committee meeting • Suggested 1 year of service , or potentially longer if chair is still in service • 2 years Clean time • Does not review shares
Secretary	<ul style="list-style-type: none"> • Prepares the agendas with support of the chair • Must keep an accurate set of minutes • Keep historic minutes • Post minutes in share review committee group to be accepted • Weekly viewing of the shares@ukna.org email and feeding back any emails to be acknowledged by the chair • Works with the Chairperson to ensure the smooth operation of the share review committee • Requires 6 months cleantime • Does not review shares