

# BWPA Job Descriptions

This version: January 2025

Next Review Date: first committee meeting of 2026

This document sets out the main roles carried out by the BWPA Committee, the tasks and responsibilities allocated to each role and the actions required to achieve these. Supporting documents associated with a role or task are listed, and these will be placed on the Committee area of the website.

All BWPA Committee members are expected to:

- a. Follow the BWPA's Rules, as shown in the Articles of Association.
- b. Disclose to other shareholders if they might personally benefit from a transaction the BWPA makes.
- c. Encourage ordinary members to consider joining the committee to enable succession planning.

All roles are responsible for reporting back to the Committee.

This document also sets out miscellaneous tasks that are required to be carried out to support the BWPA.

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# Chairwoman

**Role holder:** Sharon Nicholson (AGM 2025)

**Email:** [chairwoman@bwpa.co.uk](mailto:chairwoman@bwpa.co.uk)

## **Supporting documents:**

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The Chair responsibilities include:

1. Facilitating and presiding over meetings, including AGM, EGM, Committee meetings, Directors meetings, Scholarship and Awards Working Groups, excluding other Working Groups as agreed by committee, by:
  - a. Determining the agenda of the meeting at hand, encouraging discussion and participation from all directors and/or committee members and relay pertinent information regarding current events within or pertaining to the BWPA.
  - b. Moving discussions and debates toward a consensus stance for the benefit of the BWPA, upon which the majority of the committee, or board of Directors in a Directors Meeting, agree.
  - c. Reviewing the circulated Agenda and adds any essential items, thereby closing the Agenda, in-meeting.
  - d. Appointing a secretary for that meeting to be responsible for reporting the meetings and decisions made, when the Secretary is unavailable.
  - e. Appointing a Chairwoman for that meeting to be responsible for facilitating, in the absence of the Chairwoman.
2. Organising of the Committee, and off committee volunteers, by:
  - a. Allocating roles which represent the BWPA within other organisations (eg RIN, GASCo or GA-APPG etc.), or internally (eg Media, Communications, or Promotions etc.).
  - b. Maintaining a balance of age, experience and personalities to reflect the BWPA membership where possible.
  - c. Encouraging mentoring from experienced Committee Members and Directors to assist those new to the committee or to ordinary members considering joining the committee to enable succession planning
  - d. Requesting an Ordinary Committee member to relinquish her office if she has an evident conflict with the BWPA's values and objectives, or where there is failure to accept a majority decision of the BWPA Committee.
3. Acting as BWPA Spokesperson and Representative, by:
  - a. Providing media statements which promote the aims of the BWPA
  - b. Providing representation of the BWPA at significant events (internal/external) as appropriate and if able.
  - c. Allocating suitable alternative BWPA representative(s) to act as spokesperson when Chairwoman is unavailable
  - d. Deciding on a course of action, in case there is a conflict of interest or double representation, when the BWPA is approached for its input whether or not linked directly with its objectives.
4. Act in the role of BWPA Company Director, by:
  - a. Following the company's rules, as shown in the Articles of Association

- b. Disclosing to other shareholders if the Chair might personally benefit from a transaction the BWPA makes.
- c. Part authorising payments as required.

## *Deputy Chairwoman*

**Role holder:** Annabel Cook

(AGM 2026)

**Email:** [deputychair@bwpa.co.uk](mailto:deputychair@bwpa.co.uk)

**Supporting documents:**

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The Deputy Chair responsibilities include:

1. Supporting the Chairwoman in her role as first point of call to facilitate and chair committee meetings when required (see item 1e of Chairwoman's job description).
2. Providing support and assistance to all committee members. To include assistance with:
  - a. understanding and managing their roles.
  - b. managing and supporting their own teams.
  - c. effective succession planning.
3. Acting as a BWPA Spokesperson and Representative in liaison with the Chairwoman and Committee, by:
  - a. Providing media statements which promote the aims of the BWPA
  - b. Providing representation in a supportive role with or on behalf of the Chairwoman of the BWPA at significant events (internal/external) as requested and appropriate and if able.

Note: The Deputy Chairwoman may hold any other on or off committee role as she is willing or able to fulfil and is complimentary to her position as Director.

# Secretary

**Role holder:** Jo Sharpe (AGM 2029)

**Email:** [secretary@bwpa.co.uk](mailto:secretary@bwpa.co.uk)

**Supporting documents:**

[Articles of Association](#)

[Rules of the BWPA](#)

BWPA headed document template

This JD document

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The Secretary is responsible to the Membership of the BWPA through the Committee for the administrative support of the BWPA and ensuring adherence to the BWPA Rules of the Association.

The Secretary responsibilities include:

1. BWPA meeting administration (including AGM, Committee meetings and extraordinary General meetings), including by:
  - a. ensuring meetings are carried out in accordance with the BWPA rules
  - b. issuing appropriately timed Meeting Calling Notices, Agendas and Reports packs/briefing notes as appropriate
  - c. organising meeting arrangements, including meeting space and catering
  - d. writing and issuing minutes of meetings, and ensuring these are archived appropriate (in coordination with the BWPA Archivist, as appropriate)
  - e. managing this BWPA Job Descriptions document, including facilitating the annual review process and making ad hoc updates where required.
2. Being the point of contact for the Committee, by:
  - a. Maintaining suitable distribution lists for Committee and off-Committee appointments
  - b. Acting as a confidential point of contact for matters of concern for the Chairwoman and other Committee members
3. Ensuring the BWPA Committee acts in accordance with the BWPA Rules and Articles of Association, by:
  - a. Ensuring processes followed and actions taken by the Committee and BWPA are in accordance with the BWPA Rules
  - b. Raising any concerns with process or actions taken with the Chairwoman and Committee

# Treasurer

**Role holder:** Neol O'Brien (AGM 2029)

**Email:** [treasurer@bwpa.co.uk](mailto:treasurer@bwpa.co.uk)

**Supporting documents:**

[BWPA invoice template](#)

[BWPA expense claim form and notes for completing](#)

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The Treasurer is a Director of the BWPA and is responsible for the financial affairs of the Association.

The Treasurer responsibilities include:

1. Handling financial transactions of the BWPA, by:
  - a. Paying all supplier invoices, committee expense claims and scholarship obligations when due.
  - b. Obtaining prior approval from one other director, where either:
    - (i) the payment due is to reimburse the Treasurer's own expenses, or
    - (ii) the payment is in excess of £1,000, unless it is for a pre-approved payment such as a scholarship award.
2. Raising sales invoices to collect funds due to the BWPA, when required, such as commission income or scholarship funds sponsored by third parties.
3. Collecting Direct Debits for membership fees as due (to be done in conjunction with the Membership Secretary), including, in a timely manner:
  - a. updating the BACS list of all those with Direct Debit mandates
  - b. advising BACS of any changes
  - c. processing any annual increase in membership subscriptions with BASC, agreed at the AGM.
4. Monitoring BWPA finances, including by:
  - a. Regularly reviewing the BWPA bank accounts to ensure that all bank statement transactions and correspond with known financial information and follow up any unknown transactions, as required.
  - b. Regularly reviewing the BWPA PayPal account, ensuring that all transactions are known i.e. membership subscriptions received, event income, and standing order payments, etc.
  - c. Notify the Membership co-ordinator of:
    - (i) all receipt of funds related to membership subscriptions, received by direct credit into the bank and received via the PayPal account.
    - (ii) all failed receipts or payments returned to members in relation to membership subscriptions.
  - d. Alerting the Chair and Committee of any potential financial problems or shortfalls and recommending a course of action to resolve.
  - e. Advise the Chair and Committee if the BWPA is going to make a profit, and suggest ways to reduce any estimated associated corporation tax liability.
  - f. Providing advice and approval before the BWPA is committed to any large or unexpected items of expenditure.

5. Liaising with the BWPA's bank to:
  - a. comply with all annual requirements including providing a copy of the signed annual financial statements;
  - b. update for any changes in bank signatories (directors) of the BWPA
6. Reporting on the BWPA finances, by:
  - a. Producing a report for each Committee meeting listing all income and expenditure for the financial year to date, and highlighting any areas of success, concern or shortfall
  - b. Producing an annual Treasurer's report for the BWPA AGM.
  - c. Presenting the independently reviewed signed financial statements for the previous financial year at the AGM prior to filing with Companies House.
7. Protecting the financial assets of the BWPA by:
  - a. ensuring that no invoices presented for payment are paid without supporting documentation that the goods have been delivered or the services provided.
  - b. ensuring that committee members are aware that they are unable to commit the funds of the BWPA without prior approval by the directors, before any one-off goods/services are ordered.
  - c. ensuring that scholarship funds are only paid in incremental amounts, ideally in arrears, unless there is a valid reason for other arrangements, which should be agreed in advance with other directors.
  - d. monitoring the progress of scholarship winners by liaising with flying schools/training providers, to ensure the commitment of the student, before transferring further funds.
  - e. alerting the other directors of any unused scholarship funds within the scholarship terms and conditions (usually one year), so that the directors can discuss and agree to decline any further payments or otherwise agree a time extension in exceptional circumstances.
  - f. ensuring that the scholarship winner remains a member of the BWPA for the whole period during which funds are transferred to the flying school.
  - g. ensuring that no funds are paid direct to scholarship winners and only to training organisations.
8. Maximising the return on BWPA funds by ensuring that surplus funds are regularly transferred from the PayPal account and from the bank current account to the interest earning bank savings account.
9. Ensuring the BWPA's statutory obligations are met, by:
  - a. Ensuring the BWPA's financial year end accounts are prepared, independently examined, then reviewed by the directors and signed on their behalf by the Chair, in a timely manner, and provided to the Secretary to publish on the website within the statutory deadline for AGM documents.
  - b. Arranging for the signed yearend financial statements to be filed at Companies House, for the tax return to be filed with HMRC and for any corporation or other tax liability to be settled in a timely manner, within the statutory deadlines.
  - c. Arranging the rotation of independent examiner, as and when required, obtaining quotes and making proposals to the committee.
  - d. Arranging the BWPA's Public Liability Insurance, ensuring that the cover is sufficient to protect the company's assets and is increased, as required for any events requiring a higher level of cover and reduced again after the event to ensure efficient use of the BWPA's funds.

10. Acting in the role of BWPA Company Director, by:
  - a. Following the company's rules, as shown in the Articles of Association
  - b. Disclosing to the Chair and other shareholders if you might personally benefit from a transaction the BWPA makes.
  - c. Part authorising payments, as required.

# Membership Coordinator

**Role holder:** Claire Hatton

**Email:** [membership@bwpa.co.uk](mailto:membership@bwpa.co.uk)

**Supporting documents:**

Membership Coordinator Handbook

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The Membership Coordinator responsibilities include:

1. Management of membership applications, renewals and expirations, in accordance with the process set out in the Membership Coordinator Handbook, by:
  - a. Reviewing and confirming the status of membership fees with the Treasurer when receiving notification of online payment
  - b. Approving membership applications and renewals through the BWPA website dashboard
  - c. Processing membership applications and renewals not received online
  - d. Monitoring membership expiries and following up with each expired member during their 3-month suspended membership
  - e. Ensuring that members are deleted at the end of their suspended membership, if not renewing, to comply with General Data Protection Regulation (GDPR) requirements
  - f. Maintaining the Membership Master List using BWPA website master data, including raising any potential issues (such as members changing status due to age) and suggesting solutions
2. Oversight of the BWPA online membership functions, by:
  - a. Liaising with the website management part of the Comms team to ensure the membership processes of the website are functioning effectively, including around membership renewal, and flagging any issues and suggesting solutions as they arise
  - b. Troubleshooting any issues that arise with the online membership processes, including ensuring that automated emails are functioning correctly.
3. Acting as a focal point for BWPA membership, by:
  - a. Responding to queries about BWPA membership, including from members about their membership status. This may also include requests from members to update their online accounts where they are unable to do it themselves.
  - b. Generating membership statistics from the membership part of the website to use for BWPA reports
  - c. Assisting the Secretary in ensuring the BWPA's compliance with GDPR

# Scholarships

**Role holders:** Amber Dash

**Email:** [scholarships@bwpa.co.uk](mailto:scholarships@bwpa.co.uk)

**Supporting documents:**

Scholarship application pages (on website)

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The Scholarships role responsibilities include:

1. Supporting the BWPA scholarships programme, by:
  - Liaising with existing sponsors, and actively seeking new sponsors, to secure scholarships for the coming year, including establishing the terms and conditions of provision of scholarships
2. Facilitating selection of recipients for each scholarship, by:
  - a. Ensuring the scoring system for each scholarship remains documented, transparent and impartial
  - b. Finding appropriate volunteers to form the assessment panels for each scholarship, and ensuring they are supported throughout the assessment process. This may include: providing guidance on the assessment process, including managing expectations on the timing requirements; maintaining regular contact through the assessment period to address any queries or concerns; following up after final scores are decided to inform them of the final selection of winners and seek their feedback on the process.

Note that members of the Scholarships team may be required to also be on selection panels.
  - c. Reviewing applications against the scoring system
  - d. With each panel, discussing and agreeing proposed scholarship recipients, and seeking an opinion from outside the team where there is any disagreement or uncertainty as to scholarship recipients
3. Ensuring proper administration of scholarships, by:
  - a. Drafting content for application forms that reflects the requirements of each scholarship, including the support of publicity arrangements through the BWPA communication channels
  - b. Communicating with all relevant parties to keep them informed about activities throughout the year, in particular progress during the application/shortlisting period
  - c. Informing successful scholarship recipients and unsuccessful applicants of the outcome of the process
  - d. Liaising between the scholarship winners and the Comms team; for example around press coverage, and to ensure winners produce any required marketing materials, following the content guidelines provided by the Comms team and by the deadline
  - e. Liaising with the sponsors and the Treasurer to arrange scholarship payments
  - f. Keeping in touch with scholarship winners to ensure good communications with their sponsors, to monitor their progress towards their stated goals, and to promptly pass information on significant milestones to the Comms team (ideally in advance of the event)
4. Supporting members and potential members in learning about all scholarship opportunities, by:

- a. Responding to all enquiries about the BWPA scholarships programme in a timely manner.
- b. Ensuring the list of [external scholarships](#), published on the website, is kept up to date, through:
  - i. Regular checks of those listed, to ensure the details are correct
  - ii. Actively searching for new scholarships to add to the list

NB All references to 'scholarships' refer to aviation-related scholarships of any kind. As well as flying of all types, they should – for example – include instructing, ground school, air traffic services, and engineering.

## *Regions Lead*

**Role Holder:** Rania Regaieg

**Email:** [regionslead@bwpa.co.uk](mailto:regionslead@bwpa.co.uk)

The Regions Lead is responsible for overseeing and supporting all Regional Representatives, ensuring effective communication and engagement across all regions. This strategic role focuses on enhancing member engagement, retention, and the overall effectiveness of regional activities. The role primarily provides leadership, guidance, and oversight rather than direct operational management of regional activities.

### **Key Skills and Attributes:**

- Strong leadership and organisational skills.
- Excellent communication and interpersonal skills.
- Proactive approach to problem-solving and strategic thinking.
- Ability to motivate and support a team of volunteers.
- Commitment to the BWPA's mission and objectives.

### **Role Responsibilities:**

#### **1. Leadership & Strategic Oversight:**

- Provide leadership and support to all Regional Representatives, ensuring they have the resources and guidance to succeed.
- Oversee and review regional engagement strategies to enhance member participation and retention.
- Identify gaps or unrepresented regions and work towards filling those vacancies.
- Develop best practices and encourage knowledge-sharing among regions.

#### **2. Coordination & Communication:**

- Act as the main point of contact for Regional Representatives, offering support and resolving issues as needed.
- Organise and chair regular meetings with Regional Representatives to discuss activities, challenges, and opportunities.

- Maintain an up-to-date list of Regional Representatives and facilitate communication through a dedicated WhatsApp group.
- Ensure all Regional Representatives are informed of relevant BWPA committee updates.

### **3. Member Engagement & Visibility:**

- Support Regional Representatives in developing initiatives to increase engagement and retention.
- Encourage Regional Representatives to proactively welcome and integrate new members.
- Work with the BWPA communications team to share regional news and achievements through social media and newsletters.

### **4. Event Support & Oversight:**

- Ensure that Regional Representatives are organising regular meetings and events, both online and in person.
- Serve as a resource for event planning, offering guidance rather than direct management.
- Encourage collaboration across regions for joint events or knowledge-sharing sessions.

### **5. Governance & Reporting:**

- Collect and review regional activity summaries before each committee meeting and provide a consolidated report.
- Maintain records of regional membership trends for strategic planning.

### **6. Interim Regional Representation & Recruitment:**

- Step in temporarily for unrepresented regions to ensure members remain engaged and supported.
- Work with the Membership Coordinator to recruit new Regional Representatives for unrepresented areas.

### **7. Problem-Solving & Mediation:**

- Address challenges or conflicts within regional groups, working towards fair and professional resolutions.
- Escalate significant issues to the BWPA committee when necessary.

# **Communications team**

## **Communications and Marketing Lead**

**Role holder:** TBC (Currently Deputy Chair Covering)

**Email:** [comms@bwpa.co.uk](mailto:comms@bwpa.co.uk)

### **Supporting documents:**

BWPA branding toolkit (in committee area of website)

BWPA email address and login details (in committee area of website)

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The Communications and Marketing Lead role responsibilities include:

### **Communications**

1. Ensuring BWPA communications maintain a consistent and professional presentation, by:
  - a. Quality checking content through various channels (including website, MailChimp, social media) in a timely manner
  - b. Ensuring a consistent and joined up approach to communications across all channels
  - c. Ensuring text, images and overall 'look and feel' of all content (digital, printed, merchandise etc) meet BWPA branding guidelines
  - d. Developing and implementing an overall BWPA marketing/communications strategy
  - e. Ensuring communications monitoring and measuring processes are in place (to evaluate effectiveness)
  - f. Developing document templates, where required
2. Ensuring communications through different channels remain coordinated and relevant by:
  - a. Liaising with the Events team and Newsletter Editor and other BWPA Committee members, to ensure the calendar is up to date
  - b. Ensuring website news stories are published on a regular basis
3. Overseeing the BWPA's social media channels by acting as administrator for all channels and providing support and guidance to the Social Media Support role as required.

### **Website**

1. Managing the smooth technical running of the website, by:
  - a. Troubleshooting any technical or functionality problems
  - b. Responding to Committee and Member requirements for the website (such as by setting up new folders for online document storage)
  - c. Managing BWPA official email accounts, including responding to requests for changes to spam filtering, updating forwarding addresses as requested, and liaising with the managers of each inbox to troubleshoot any issues or questions (such as setting up signature blocks)



- d. Liaising with website support (Think Creative) where necessary
2. Generating and reporting on website statistics from Google Analytics to evaluate effectiveness of campaigns and potential areas for improvement.

## **Branding**

1. Acting as brand guardian for all BWPA materials, including ensuring appropriate use of logos and colours internally and externally, and that written material follows style guidelines
2. Responding to questions relating to branding
3. Maintaining the BWPA branding toolkit on the Committee area of the website.

## *Social Media Support*

Role Holder: Steph Smith (off committee)

Email: [comms@bwpa.co.uk](mailto:comms@bwpa.co.uk)

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The social media support role responsibilities include:

1. Accessing 'comms' email inbox to check for relevant messages and responding accordingly.
2. Planning posts into the communications calendar for visibility by the Communications, Events and Newsletter teams, and amendment by the Communications and Marketing Lead as required.
3. Creating posts for BWPA Facebook and Twitter channels as necessary, and sending for approval by the Communications and Marketing Lead as required.
4. Ensuring relevant hashtags used and other accounts tagged as appropriate/where possible.
5. Sharing posts/tweets that tag or mention BWPA and/or its members.
6. Sharing posts/tweets of interest to BWPA members and followers.
7. Sharing key Facebook posts, such as those about scholarships, awards or events, to relevant Facebook groups and pages.
8. Commenting as BWPA on relevant posts in external Facebook groups and pages.
9. Responding to comments and messages appropriately and politely.
10. Removing inappropriate spam and communicating with offenders to explain, if appropriate.
11. Monitoring Facebook and Twitter analytics for trends and using the information to:
  - a. guide content
  - b. provide information for Comms team reports for committee meetings.

## *E-News Editor*

**Role holder:** TBC

**Email:** [comms@bwpa.co.uk](mailto:comms@bwpa.co.uk)

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The primary function of this role is to collate relevant information from the website and develop email campaigns to be sent to members every two to three

weeks. Responsibilities include:

1. Monitoring and checking the communications calendar to determine the content and structure of the campaign.
2. Working with other members of the communications team, and the events team, to ensure news articles and events are promoted in line with the website.
3. Creating draft e-news campaigns within MailChimp.
4. Circulating draft campaigns to the communications team, Chairwoman and Deputy Chair for feedback, and responding to the feedback as required.
5. Liaising with the membership team to obtain email distribution lists and managing those who wish to unsubscribe.
6. Sending the approved e-news to subscribed members.
7. Reporting 'click and open' statistics via Committee Meetings to determine engagement.
8. Providing information for Comms team reports for committee meetings.

## *Website News Editor*

**Role holder:** Hina Nizami

**Email:** [newsletter@bwpa.co.uk](mailto:newsletter@bwpa.co.uk)

The primary function of this role is to work with the Communications and Marketing Lead to write, coordinate, and publish new and relevant news stories on the BWPA website.

Responsibilities include:

1. Monitoring and updating the relevant section of the communications calendar.
2. Contacting, working with, and interviewing other BWPA members, and on occasion, external parties, to ensure accurate and relevant content for the news section of the BWPA website.
3. Sourcing high-quality, relevant, open source/copyright free images to accompany articles.
4. Ensuring news articles follow style guidelines.
5. Uploading stories to the news section of the BWPA website as 'draft'.
6. Working with other members of the communications team to ensure published news articles are shared across all channels, including social media and e-news.
7. Providing information for Comms team reports for committee meetings.

## Newsletter Editor

**Role holder:** TBC

**Email:** [newsletter@bwpa.co.uk](mailto:newsletter@bwpa.co.uk)

**Supporting documents:**

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The Newsletter Editor role responsibilities include:

1. Coordinating production of the BWPA newsletter, ensuring that content is timely, relevant and accurate, by:
  - a. Setting and maintaining a production timeline
  - b. Seeking Committee input and decisions on content
  - c. Establishing and maintaining a template
  - d. Ensuring quality assurance of spelling/grammar/etc
2. Sourcing content to include in the newsletter, by
  - a. Liaising with potential contributors to seek their inputs, including by setting out BWPA newsletter requirements
  - b. Editing content received from contributors to ensure it meets BWPA style and length requirements
  - c. Ensuring contributors review and approve final edited content before publication
  - d. Ensuring images comply with copyright requirements
3. Ensuring the newsletter is distributed in a timely and professional manner, by:
  - a. Liaising with the Comms team to ensure they receive final newsletter with sufficient time to upload to website and create Mailchimp
  - b. Ensuring hard copies are sent to members as required
  - c. Ensuring newsletter is sent to legal deposit and BWPA archivist

## *Events Coordinator*

**Role holder:** Aleksandra Nitecka (AGM 2027)

**Email:** [events@bwpa.co.uk](mailto:events@bwpa.co.uk)

**Supporting documents:**

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The Events Coordinator role responsibilities include:

1. Leading on BWPA presence at aviation events (such as air shows), by:
  - a. Suggesting events to the Committee that BWPA may benefit from a presence at
  - b. Liaising with event organisers to secure BWPA presence, including by completing necessary booking forms, ensuring appropriate insurance and meeting any other requirements of the event organiser (as necessary)
  - c. Coordinating volunteers to run the BWPA stand, as necessary
  - d. Writing a report after the event for publishing on BWPA communication channels
2. Organising BWPA-run events (such as visits to places of aviation interest), by:
  - a. Suggesting events that may appeal to BWPA members to the Committee
  - b. Liaising with necessary contacts to organise logistics
  - c. Liaising with the Comms team to publicise the event (including setting up booking forms, as required)
  - d. Writing a report after the event for publishing on BWPA communication channels

## *Regional Representatives*

**Role holder:** Multiple role holders (off committee)

**Email:** [regions@bwpa.co.uk](mailto:regions@bwpa.co.uk)

**Supporting documents:**

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The Regional Representative role responsibilities include:

1. Regularly accessing the Events email account to check for correspondence relating to the region and responding to it accordingly.
2. Establishing a WhatsApp group for the region.
3. Responding to all members who email the 'Events' account to ask to join the region, welcoming them and asking whether they would like to join the WhatsApp group.
4. Securely holding a list of current region members (in accordance with GDPR), and ensuring that the list remains up-to-date, by:
  - a. Removing any members who have chosen to leave the regional group or who have left the Association;
  - b. Adding any members who have chosen to join the regional group or who have joined the Association.

This information will be sent through from the 'Membership' email account every few weeks.

5. Leading the activities of the regional group. This includes:
  - a. Organising regular meetings, around once a month, either online or in-person. Also ensuring that online events are opened up to the wider BWPA membership, unless is a specific regional group event.
  - b. When convenient, organising events within the geographical area that the regional group covers.
  - c. Making a concerted effort to spread the in-person meetings/events around the geographical area that the group covers, either by meeting in a location which is fairly central to the region or varying the events around the geographical area that the group covers.
  - d. Sending details of these planned events (whether online or in person) to both the 'Events' and 'Comms' email addresses, with at least two weeks' notice prior to each event taking place, in order for the planned events to be advertised as widely as possible to BWPA members.
6. Being the point of contact for all queries, questions or issues from the region's members. This can involve answering the queries personally or taking the query to another BWPA member who may know the answer.
7. Sharing group member achievements for social media posts, via the 'Comms' email address, including the following details:
  - a. Member's name;
  - b. Member's achievement;
  - c. Name of flying school/club;
  - d. Photo of member (if possible).
8. Being a member of the Regional Reps WhatsApp group and assisting other Regional Reps with their queries, if possible.
9. Writing a summary of the regional group's activities in advance of each committee meeting and sending it to the Regions Coordinator by the required date.
10. Being a positive promoter of the BWPA and its aims.

## Archivist

**Role holder:** TBC

**Email:** [info@bwpa.co.uk](mailto:info@bwpa.co.uk)

**Supporting documents:**

BWPA Collection Plan

Request for Information form

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The Archivist role responsibilities include:

1. Ensuring collection, storage and access to a range of BWPA documents, including:
  - a. Primary BWPA (Governance) documents
    - i. Signed meeting minutes (AGM; Committee meetings, including incorporated Working Group minutes)
    - ii. Signed audited accounts in support of AGM minutes
  - b. Records of BWPA activities, including:
    - i. Copies of BWPA publications (Gazettes; Newsletters (including electronic))
    - ii. Records of BWPA events
    - iii. Photographs of BWPA Annual Awards, with citations
    - iv. Photographs of awards from other bodies where applicable to BWPA, with citations
  - c. Printed media applicable to BWPA, including:
    - i. Books from the former BWPA Library, donations and purchases in support of appropriate research
    - ii. Publications from other related organisations, such as WES, AWPA and WIA, among others
    - iii. Appropriate articles
2. Management of electronic media, by:
  - a. Collection and storage of electronic media
  - b. Ensuring retrieval of electronic media as technology updates
3. Management of an accession list of holdings, by:
  - a. Establishing and maintaining an accession list of holdings
  - b. Storing duplicate list of holdings separately
4. Assisting in research enquiries, by:
  - a. Recording RFIs and outcomes
  - b. Referring copyrighting issues (both BWPA's and other agencies)
  - c. Applying current personal data protection principles to Members' information
5. Maintaining the BWPA Collection Plan, by:
  - a. Periodically reviewing the Collection Plan (at least every five years)

## *FEWP Delegate*

**Role holder:** Sharon Nicholson (AGM 2025)

**Email:** [fewpuk@bwpa.co.uk](mailto:fewpuk@bwpa.co.uk)

**Supporting documents:**

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The FEWP Delegate role responsibilities include:

1. Representing the BWPA by acting as the UK FEWP Delegate to the Federation of European Women Pilots, by:
  - a. Attending the annual FEWP Board meeting and AGM
  - b. Providing and presenting the UK country report - this must be presented to the Committee for comment ahead of submission to FEWP
  - c. Giving input regarding the running of the Federation
  - d. Reviewing the draft minutes of any FEWP meetings before circulation
2. Keeping the BWPA informed of FEWP activities, by:
  - a. Reporting back to the BWPA Committee and BWPA AGM after each annual FEWP meeting
  - b. Reporting any other FEWP news to the BWPA as required
3. Organising the annual FEWP weekend when the UK is hosting, by:
  - a. Liaising with the BWPA Committee regarding the organisation of the event

## Careers Advisor

**Role holder:** Steph Smith (off committee)

**Email:** [careers@bwpa.co.uk](mailto:careers@bwpa.co.uk)

**Supporting documents:**

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The Careers Advisor role responsibilities include:

1. Acting as an expert in providing information relating to careers in aviation, by:
  - a. Responding to questions received by the BWPA in relation to careers in aviation, including as an airline (fixed wing or rotary) pilot or an instructor
  - b. Advising on training required to pursue a career in aviation, including:
    - i. Advising on the qualifications needed to become a commercial pilot
    - ii. Advising on pilot training schools
    - iii. Advising on finding pilot jobs, such as by referring to opportunities like the Amy Johnson Initiative (easyJet) and pilot career events
  - c. Providing advice on available scholarships and sponsorship opportunities
    - i. This may include scholarships provided by BWPA, Air League and the Honourable Company of Air Pilots
2. Responding to questions relating to obtaining a PPL (note: this may also be handled by others on the Committee as appropriate).
3. Drafting careers content, where appropriate, for the BWPA website.

## *Strategy Objective Leads*

**Role holder:** TBC

**Email:** [strategy@bwpa.co.uk](mailto:strategy@bwpa.co.uk)

**Supporting documents:**

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The Strategy Objective Lead role responsibilities include:

1. Lead on the design, delivery and implementation of their assigned strategic objective (as set out on [the BWPA website](#)).
  - a. This may include recruiting a strategic objective team (as required), leading on the development of the team's plan to implement the objective, and facilitating the team's ability to deliver the strategic objective as planned.
2. Reporting regularly to the Committee on the progress of the implementation of the strategic objective, and implementing any agreed suggestions made by the Committee.
3. The Strategy Objective Lead is not necessarily expected to undertake the work to implement their strategic objective, but instead to be responsible for the overall planning and delivery of the strategic objective in an effective way.

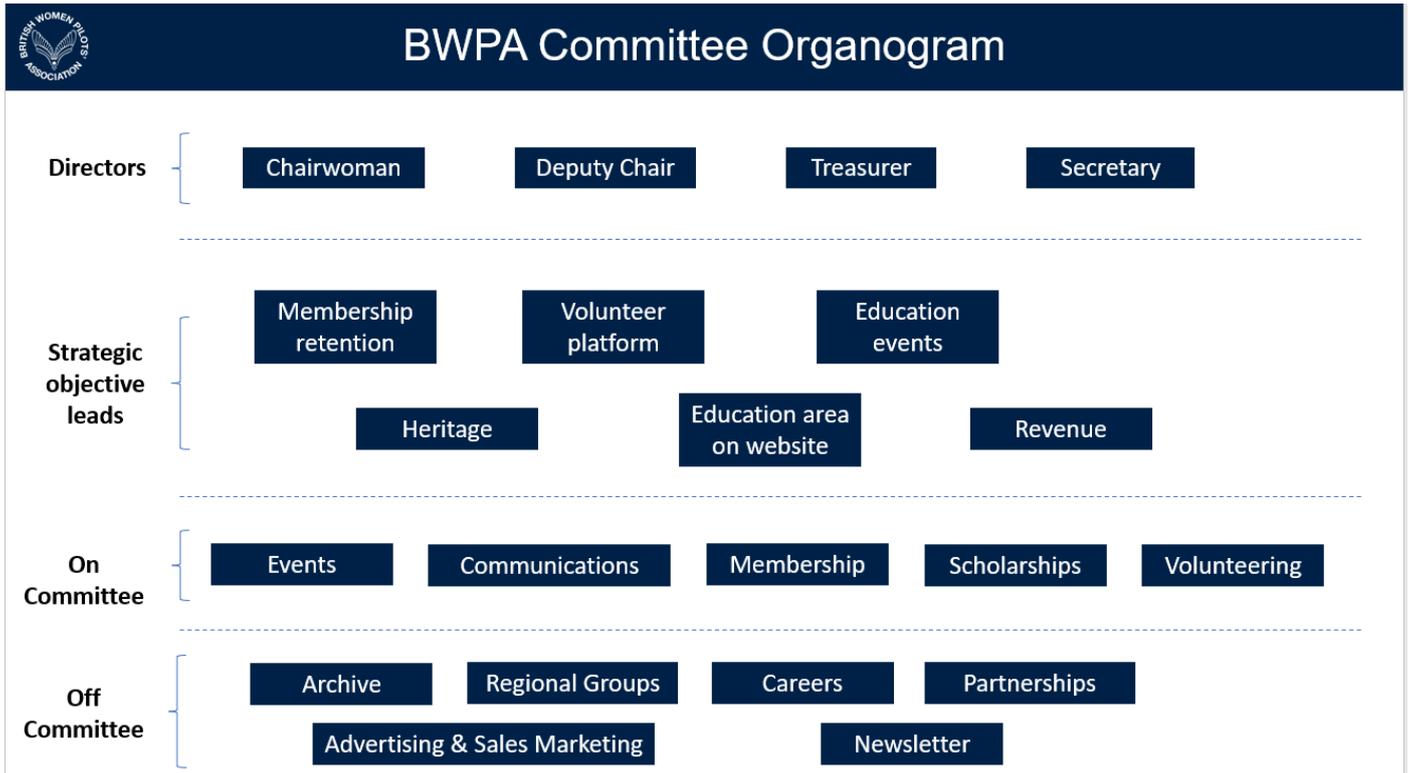
## *Additional BWPA tasks*

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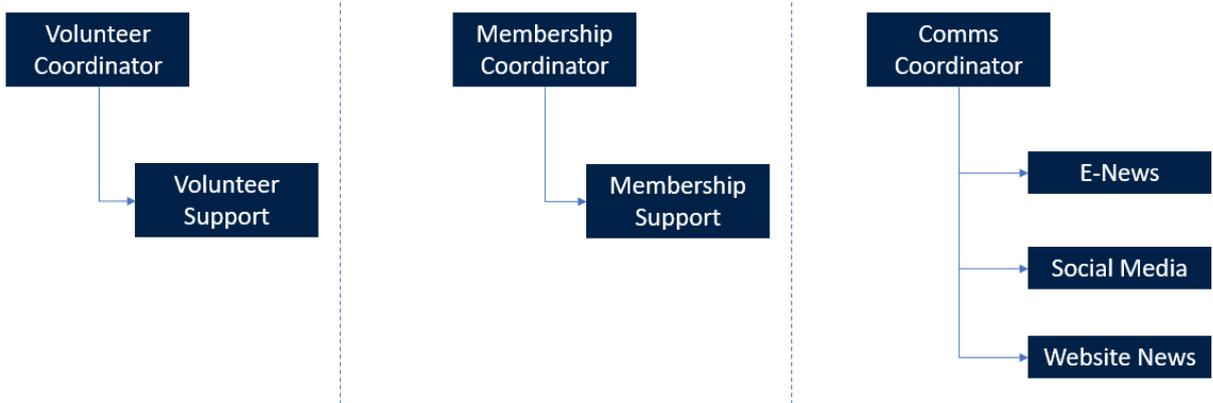
Additional tasks and roles that arise for the BWPA include:

1. Managing the [info@bwpa.co.uk](mailto:info@bwpa.co.uk) inbox, by:
  - e. Responding to enquiries (where appropriate)
  - f. Ensuring emails sent to the info address are distributed to the right Committee member in a timely manner
  - g. Sending holding responses where necessary

## BWPA Committee organogram



## BWPA Committee Organogram- On Committee teams





## BWPA Committee Organogram – Off Committee teams

