



ASSOCIACIÓ KEEP CALM BARCELONA

VOCAL

Duties and Responsibilities

INTERNAL REFERENCE

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WHAT THE ROLE IS

Vocal is the most open-ended board role by design (Article 22: "carry out the tasks the board assigns"). In practice, its main defined duty is being the board's liaison to one or more working groups (Padel, Volleyball, and others as they're recognised) - this is genuinely the closest thing Vocals have to a fixed job, everything else is whatever the board needs.

YEARLY

- ☐ Attend and vote at the Annual Ordinary Assembly.

QUARTERLY

- ☐ Attend the board's quarterly meeting.
- ☐ If liaising for a working group, give the board a short update on that group's activity and any issues (Article 22d) - cadence is whatever the board sets, so this can just piggyback on the quarterly meeting rather than being separate.

MONTHLY / WEEKLY

- ☐ If assigned as liaison for one or more working groups (Article 22c), stay in touch with that group's Organiser (Sport Lead) - no fixed schedule, just enough to know if something needs raising with the board.

DAY-TO-DAY / AS NEEDED

- ☐ Carry out whatever specific tasks the board assigns (Article 22) - this varies and isn't fixed in advance.
- ☐ Stand in for another board role if needed and asked.

NOTES

- One-year term, unpaid, re-electable (Article 16).
- Being an Organiser/Sport Lead for an activity is a *different* role from being the Vocal who liaises with that group - a Vocal doesn't have to run the activity themselves, just be the board's point of contact for it (Article 22b vs 22c).

- With potentially more working groups than Vocals over time, one Vocal may end up liaising for more than one group (Article 22c).