

## Committee Membership and roles (January 2021)

### Trustees

Chair	Jon Rush (Health and Safety)
Vice Chair	Chas Chapman
Treasurer	Philip Dixon. (Policies)
Secretary	Liz Beaty (Evaluation)
Bookings Coordinator	Vivien Hodgson (Hallmaster )
	Isobel Morley (Farmer's Market)
	Judith Derbyshire
	Mark Finnie
	Julia Redgate
	Dot Metcalf (Garden Club)

### Committee Members

Janet Chapman (Community Cafe)  
Tracey Moran  
Sue Harbottle (Community Art Project)

### Volunteers (sub group members)

Sarah Allen (Webmaster)  
Joan Armstrong  
Bob Johnson  
Val Jones

### Sub Groups.

#### Buildings Jon Rush, Bob Johnson,

- Fire Officer
- Health and Safety Officer

#### Community and Events Isobel Morley, Janet Chapman, Chas Chapman, Vivien Hodgson, Liz Beaty, Sue Harbottle, Mike Finnie, Val Jones, Joan Armstrong.

**(Note – this group meets in teams bringing in volunteers depending on the event.)**

- Community Cafe
- Virtual Village Hall
- Centenary Events
- Community Events
- Farmer's Market
- EVAN music events

#### Communication Judith Derbyshire, Sarah Allen, Tracey Moran, Vivien Hodgson,

- Web
- Social Media
- News Media
- Connections with other groups.
- Notice Boards

#### Responsibilities of all alongside other roles:

Representing Users - Young People, Older People, User Groups  
Fund Raising

## **Role Descriptions**

### **Chair (Trustee)**

- Set dates and times for Committee meetings
- Chair meetings and coordinate action points with Committee members
- Act as main spokesperson for Village Hall affairs
- Sign off for Village Hall funding
- Manage recruitment and induction of new members
- Evaluate work of Committee annually
- Report as required to funders etc.

### **Vice Chair (Trustee)**

- Deputise for Chair when required
- Work with Chair to ensure effectiveness of Committee.

### **Secretary (Trustee)**

- Take minutes at committee meetings
- Type up minutes and distribute to committee members
- File minutes on village hall G drive and web
- Deal with correspondence and file all letters and responses on G drive
- Manages non booking enquiries
- Organise AGM and publicise
- Organise village hall meetings

### **Treasurer (Trustee)**

- Act as guardian of and keeps updated the financial rules of Stainton Village Hall CIO
- Keep appropriate records and accounts and report regularly to Committee meetings
- Make an annual statement, get these checked by independent auditor.
- Present accounts to AGM.
- Send Annual Accounts to the Charity Commission.
- Prepare annual budget information for Committee
- Has oversight of receipts and payments
- Liaise with the SVH CIO bank as necessary and report to committee any issues with cash flow.
- Keep a file of all paperwork in relation to invoices for goods and services and check all invoices before payment is made.
- Keep records of petty cash payments
- Keep records of any wages and information relating to PAYE in relation to staff.
- Maintain required buildings, contents, public liability and employee liability insurance for the Village Hall, its users, volunteers and trustees.

### **Bookings Coordinator (Trustee)**

- Oversight of bookings and calendar
- Keeps website up to date with bookings
- Manages the process for booking (as per agreed procedures)
- Liaises with Treasurer for invoicing and returning deposits
- Maintains principles for bookings
- Monitors data against performance indicators and provides periodic reports to Committee.
- Overall responsibility for functionality of Hallmaster.
- Ensure responsibility is allocated for induction of new users.

### **Policies Coordinator**

- Draft new policies as required
- Keep policies updated and ensure regularly reviewed.

### **Web Master**

- Overall responsibility for functionality of website

### **Evaluation Coordinator**

- Provide reports to Committee on survey data from users.
- Develop survey and feedback methods as required.
- Meet periodically with regular users to discuss hall functioning and feedback to Committee.
- Pull together monitoring data against performance indicators and provides periodic evaluation reports as required.
- Work with independent evaluator to make reports to funders as required.

### **Community and Events Sub Group**

- Maintain active links with user groups
- Liaise with community business and community groups in relation to VH activities
- Develop ideas for community events in relation to Village Hall as a venue
- Take lead in developing and managing community events within the Village Hall
- Take lead on communication with media for marketing and advertising information
- Provide oversight of social media in relation to Village Hall
- Report to Committee on feedback from events and community involvement.
- Monitor user group involvement against performance indicators and provides periodic reports to Committee.
- Induction into use of hall and role for volunteers (including signing up to relevant policies)
- Act as liaison between volunteers and Committee
- Communication advice and guidance to volunteers as required
- Feedback from Volunteers to Committee.

### **Building Sub Group**

- Ensure compliance with building regulations
- Manage any maintenance contracts
- Overall responsibility for site health and safety
- Fire Officer
- Health and Safety Officer
- Overall responsibility for site security including ensuring all keys are accounted for.

### **Communication Sub Group**

- Ensure website is accurate and up to date
- Keep noticeboards and information points in and around the Hall up to date.
- Send out invitations and information about events on fliers, newspapers and posters.
- Publicise events and activities on social media.
- Liaise with news organisation as required
- Make and keep up connections with relevant other relevant groups local regional and national.