

CLEOBURY GARDENERS (CG)

COMMITTEE – ROLES AND RESPONSIBILITIES

The following is an indicative list of the general responsibilities of each member of the committee. It's aims are:

- to provide guidance on the expectations that each committee member will contribute to the efficient, effective and successful, running of CG
- to provide clarity and transparency for all members with regard to the responsibilities each committee member holds, not least to enable them to contact the appropriate person when queries or issues arise
- to utilise to best effect, and to the benefit of CG as a whole, the skills and knowledge that committee members bring to their roles.

Chair:

1. To ensure that the Constitution of CG is upheld and that its aims, as set out in the Constitution, are met.
2. To provide leadership and focus for CG in order that its work and activities are effectively planned and delivered, taking opportunities to demonstrate to the community CG's contribution to local life.
3. To convene regular committee meetings to ensure positive day-to-day, mid and longer-term running of CG is achieved to best effect.
4. To support the committee members to carry out their roles and responsibilities by: providing support; giving advice when needed or requested; recognising their objectives to enable them to achieve them; and valuing the skills and expertise they bring to CG.
5. To identify issues arising or those brought to attention, to address them appropriately using the advice, skills and views of the committee members, and to formulate a strategy to resolve concerns.
6. To engage, as far as possible, in the full range of CG's activities to:
 - a. assess the effectiveness of the leadership and support provided
 - b. provide additional support as necessary to further improve CG's contribution to its members and the community.
7. To circulate Newsletters as appropriate to keep members informed of news, events and the committee's decisions via email, newsletters and social media posts as appropriate.
8. To lead the annual Learning to Grow Food project, including securing the funding required and providing reports to the funding body as required.

Vice-Chair:

1. To support the Chair to achieve the aims and objectives as set out above, offering second opinions and discussions regarding emerging issues or strategies.

2. To deputise for the Chair as and when the need arises and/or, if necessary, identify a committee member to do so according to the focus of the meeting or event that is taking place.
3. To have the authority, alongside the Chair, to make decisions that need to be taken urgently without time for consultation with the wider committee or where more extensive discussion is considered unnecessary.
4. To attend regular committee meetings to ensure positive day-to-day, mid and longer-term running of CG is achieved to best effect.
5. To take responsibility jointly with the social media co-ordinator for updating CG's Facebook page to ensure that news, upcoming events and reports of other activities are available for the wider public.
6. To be a core member of the Learning to Grow Food planning group, in particular to contribute knowledge, skills and experience of the curriculum and activities in pre-school settings and to undertake all activities relating to the project.

Minute Secretary:

1. To attend regular committee meetings to ensure positive day-to-day, mid and longer-term running of CG is achieved to best effect.
2. To take minutes of committee meetings and to circulate them to committee members in a timely manner and as soon as convenient.
3. To take minutes of the Annual General Meeting and to circulate them as soon as convenient to all members so that omissions and/or inaccuracies can be remedied in a timely manner.
4. To amend the minutes in 3, above, so that they can be circulated by the Chair with the next Newsletter or by email.

Treasurer:

1. To attend regular committee meetings to ensure positive day-to-day, mid and longer-term running of CG is achieved to best effect.
2. To establish an effective, accurate and comprehensive system for CG's accounts and to bring it to the committee for approval and discussion.
3. To ensure that income and expenditure is correctly detailed in order that the accounts fully meet the audit expectations.
4. To report on income and expenditure to committee members at each meeting, highlighting any particular concerns or issues so that the committee can take appropriate action.
5. To advise the committee when items of expenditure are being discussed to ensure that committee members are fully aware of the financial consequences of their decisions.
6. To pay invoices and reimburse valid expenditure in a timely manner.

7. To ensure that accounts are annually audited at the end of the financial year (30 September) with a subsequent report issued for circulation to members of CG in advance of the Annual General Meeting.
8. To respond to questions raised and observations made by CG's members regarding the accounts at the Annual General Meeting.
9. To obtain a cost-effective annual insurance policy, with appropriate cover for the wide range of CG's activities, for presentation to, an agreement by, the committee.
10. To ensure that the Allotment Co-ordinator is updated regularly on payment of membership fees and rents so that action can be taken by them to pursue plot holders who have failed to renew their Tenancy Agreement.

Social Secretary:

1. To attend regular committee meetings to ensure positive day-to-day, mid and longer-term running of CG is achieved to best effect.
2. To seek the views and ideas of members, including the committee, regarding the structure and content of the annual social programme.
3. To construct the annual programme for approval by the committee for publication on the website at the beginning of January or as soon as possible thereafter.
4. To ensure that members unable or do not wish to access are provided with details of the programme via email or paper copy at their request.
5. To liaise with the Treasurer to ensure that speakers are paid on time and by whatever means they prefer.
6. To co-ordinate all arrangements with speakers so they have their needs met, for example with regard to audio-visual equipment, tables and display spaces.
7. To liaise with personnel at the meeting venue to ensure the smooth operation of hiring and using the premises.
8. To book venues for all activities on the annual programme in addition to those that take place at the usual venue.
9. To produce an annual Social Secretary's report for circulation to members of CG in advance of the Annual General Meeting.
10. To respond to questions raised and observations made by CG's members regarding the programme at the Annual General Meeting.
11. To provide the Social Media Co-ordinator with materials for upload to social media.

Allotment Co-ordinator:

1. To manage the allotments, assisted as required by fellow plot holders and supported by the committee, so that the project runs efficiently, inclusively and in line with the philosophy of providing a valued and valuable community facility.
2. To attend regular committee meetings to ensure positive day-to-day, mid and longer-term running of CG, including the allotments, is achieved to best effect.

3. To oversee the production, issue and collection of the annual Tenancy Agreements and Code of Conduct.
4. To liaise with the Treasurer regarding payment of fees by plot holders and take action regarding those who have failed to renew their Tenancy Agreement within the specified time frame.
5. To manage the viewing of plots by potential plot holders.
6. To inform the committee of issues that may impact on the viability of the allotments so action can be considered and implemented.
7. To inform the committee of necessary elements of expenditure required to support the effective provision of the allotment facility.
8. To liaise with the Social Media Co-ordinator if advertising on social media would assist recruitment as plot vacancies arise.
9. To produce an annual Allotment Co-ordinator's report for circulation to members of CG in advance of the Annual General Meeting.
10. To hold meetings as necessary with plot holders to discuss plans, issues and other relevant matters as determined by the Allotment Co-ordinator.

Social media co-ordinator

1. To attend committee meetings as required to ensure that positive day-to-day, mid and longer-term running of CG is achieved to best effect.
2. To advise the committee on the most effective ways to use social media to further raise and enhance CG's profile locally and more widely as opportunities arise, enabling CG to be more proactive.
3. To advise and guide individual committee members on ways to exploit social media to improve and enhance those aspects within their own roles and responsibilities.
4. To oversee the management of CG's website to ensure that it is effective in achieving its objectives and facilitate its improvement as necessary to ensure it remains up-to-date, relevant, forward looking and proactive.
5. To process information on Instagram, Facebook and the CG's website, monitoring the impact and reach of CG's social media presence, reporting at each committee meeting either in person or by email.

Publicity and recruitment – to be decided

1. To write and submit reports of CG's activities and monthly meetings for publication in The Clarion, The Vital Link and Rock News and also, when relevant, to request the Social Media Co-ordinator to post specific related items on social media.
2. To take responsibility for CG's publicity activities:
 - a. submitting publication requests to The Clarion and other publications as appropriate to publicise CG's key events including plant sales and fundraising socials, such as coffee mornings to raise money for tree planting

- b. producing advertising posters for these events and submitting copy to the Social Media Co-ordinator for posting on social media.
- 3. To identify and bring to the committee possible avenues for recruitment of new members.
- 4. To design literature for distribution to the public regarding recruitment and CG activities they may wish to engage in, and submitting copy to the Vice-Chair for posting on social media.
- 5. To update CG's entry in the Cleobury Country directory to ensure accuracy and that details are up-to-date as well as checking CG programme entries in local publications.