**Roles and Responsibilities V3 (Agreed Comm Meet 15/3/18)**

1. **Chair**

Purpose:-

To act as figure head for the Association and ensure that the affairs of the Association are properly conducted in the best interests of the members

Duties include:-

* To represent the Association at external meetings
* To deliver an effective Committee for the Association
* To Chair Committee and General Meetings in accordance with constitution
* To ensure Association matters are dealt with in an orderly and efficient manner
* To bring impartiality and objectivity to meetings and decision meetings
* To facilitate change and address conflict within the Committee
* To review governance and performance of the Committee.

1. **Deputy Chair**

Purpose - The role of the Deputy Chairman is to stand in for the Chairman in an emergency or when the Chairman is unavailable for a Committee meeting.

1. **Secretary**

Purpose –

Association Administration - the routine administration of the Association including dealing with general enquiries and correspondence, maintaining the Association’s records, drafting the annual report, making annual returns to any regulator and local authority, planning and administering Committee and General meetings in consultation with the Chairman, planning annual Open day.

Duties include:-

Association administration:-

* To ensure the association has third party insurance cover in place (March)
* To ensure National Association Society membership is maintained (January). Send a list of members with addresses etc and explicitly advise that members are to be enrolled on the NAS Allotment Liability Insurance scheme.
* Send a copy of the Association’s annual accounts to Darlington Borough Council Allotment Officer. (January)
* Send Copy of Associations Public Liability Insurance Certificate to the Council (March)
* To monitor the Association’s email account:-[gleberoadallotments@yahoo.co.uk](mailto:gleberoadallotments@yahoo.co.uk)
* To check site post box outside the shop
* Maintain the Association web site <http://gleberoadallotments.chessck.co.uk>
* Maintain Association Facebook page @gleberoadallotments
* Maintain up to date Register of Members and their details
* Maintain Association’s assets register
* Maintain record of Assoc. internal and external correspondence
* Maintain records of Association Policies, Procedures and Guidance and documents.
* Maintain record of external documents relevant to the Assoc (Lease etc)
* Arrange “Best Plot” judges and have shield engraved.
* Arrange annual Presentation and Pie and Peas night.
* Monitor water usage and send closing meter reading to NWL

Committee Administration - Assist the Chairman in the administration of the Committee: including:-

* To ensure the Committee has an agreed programme of meetings
* To prepare agendas for the Committee & General meetings in consultation with the Chair.
* To receive agenda items from committee members & membership
* To circulate calling notices, agendas and minutes of Committee Meetings, Annual, General, and any Special Meetings
* To make arrangements for meetings ensuring a venue is booked for meetings.
* To ensure a quorum is present (3 at a committee meeting 10 at a General meeting.
* To minute meetings and record decisions and circulate draft minutes to committee members
* To distribute approved minutes.

1. **Plots Manager (Appointed by the Committee)** (Role may be carried out by the Assoc. Secretary)

Purpose - The role of the Plots Manager is to let plots and keep up to date records and liaise with tenants.

Duties include:-

* Follow Association procedure for plot letting and lease termination
* Plot Letting - Deal with enquiries for plots, Sign up new tenants, take rent, NAS fee and key deposit, issue keys and issue receipt. (Fees to Treasurer). (Use Non- shop receipt book).
* Advise new tenants about rules and responsibilities of a tenancy holder and issue them with a “Welcome Pack”.
* Maintain the Waiting List, Plot Swop List – Pending Response and Declined Plot list as per Letting Policy.
* Maintain list of members and their details
* Let vacant plots as soon as practicable in accordance with the letting procedure.
* Liaison – Liaise with tenants and deal with complaints.
* Site and Plot Inspections – Organise regular site and plot inspections to ensure proper cultivation and safety and report to the Committee.

1. **Treasurer**

Purpose – The role of the Treasurer is to protect the society’s financial integrity and assets, monitoring the financial affairs of the society and reporting these to the committee.

Duties include:-

* Income and Expenditure - Receive all income and pay it into the bank, hold the cheque book and make all payments only by cheque, direct debit or bank transfer.
* Book Keeping – Record the income and expenditure, reconcile this monthly with the bank statements, store these records and report financial performance to the committee.
* Budgets – Prepare an annual budget for the committee’s approval.
* Operational Oversight – Oversee the finances of the shop.
* Oversee the collection of rents and other charges.
* Annual Accounts – Prepare the annual accounts, arrange for their independent inspection in accordance with the constitution and present them to the Committee and AGM for approval.
* To ensure any recommendations from the auditor are implemented.
* Financial Systems – Advise the committee on rules for spending money and monitor that these are observed to minimise the opportunity for negligence, abuse, theft or fraud.
* To advise on fund raising strategy for the Association
* Ensure Secretary has sent a copy of annual accounts to the Allotments Officer at Darlington Borough Council
* Organise seeds order.
* Apply for grants as applicable

1. **Auditor – Elected at AGM**

* Undertake an independent review of the financial records of the Association.

1. **Committee Members**

* Purpose: The purpose of a committee member is to make decisions collectively within committee meetings to achieve the objects of the Association. Committee members should listen to members’ concerns and ideas and bring such views to the attention of the committee. B familiar with Association Policies, Procedures and Guidance.

Duties:-

* Committee members are responsible for all aspects of the Association. All decisions are made collectively by the committee.
* The committee and its members are responsible for recognising and dealing with conflicts of interest and making all decisions solely in the interests of the Association.
* Committee members who accept officer and other roles must organise a proper handover of all records and property to their successor when their role ends.
* Meetings – Attend committee meetings and contribute to debate.
* Delegation – Deal promptly and effectively with any matters which the committee delegates to them and report back promptly.
* Information – Give the time to keep themselves informed about the activities of the Association.
* Integrity – Behave in a way which retains the confidence of the committee and its members in the committee member, and the confidence of the Association.
* In most Associations it is traditional that most or all Committee Members undertake specific duties in connection with running the Association or its allotments.
* Bring any matters raised by members to the committee for consideration.

1. **Shop Manager (Volunteer Approved by the Committee)**

Purpose:- The role of the Shop Manager is to manage the sales activity of the shop.

Duties:-

* Policy – Advise the committee on opening times and dates, what should be stocked and sales margins.
* Stock – Monitor and purchase stock and reconcile with regular stock checks.
* Arrange volunteers to unload truck delivering shop stock.
* Sales Volunteers – Organise a rota of volunteers to work in the shop.
* Records – Maintain income and expenditure record and report to the Treasurer.

1. **Site Buildings and Equipment Maintenance (Volunteer approved by the Committee)**

* Monitor the condition and have maintained Association property including lanes, buildings and machinery.
* Ensure Association equipment (Mowers, strimmers, tools etc). are in safe condition.
* Implement Ad hoc decisions by the committee

1. **Health & Safety, Equipment Maintenance and Control Manager. (Volunteer appointed by the Committee).**

* Health & Safety – carry out risk assessments
* Maintain a record of reports of accidents and near misses.
* Control use of Association equipment.
* Train members in the proper use of machinery.

1. **Council Relationship**

* Governed by the LEASE
* Contact Allotments Officer Pippa Smaling Tel 01325 406719. Environmental Services and Resources, Clock Tower Lodge, South Park, Parkside, DL1 5QT. E mail [pippa.smaling@darlington.gov.uk](mailto:pippa.smaling@darlington.gov.uk)

**TASK CALENDAR**

**JANUARY**

Treasurer **–** Final audit of accounts

Secretary – Arrange AGM and election

Send copy of accounts to DBC Allotments Officer

Pay NAS subscription

**MARCH**

Secretary - Renew insurance

* Send copy of Insurance certificate to the Council.

Safety Manager – Carry out/review risk assessments

**AUGUST**

Secretary - Order Seed catalogues from KINGS

**SEPTEMBER** – Distribute Seed Catalogues send orders to Kings

**OCTOBER –** Send main seeds (late) seed order to Kings

**DECEMBER**

Treasurer – Audit accounts to date

Accounts to auditor