

## DRAFT – UNDER DEVELOPEMENT

| <b>Trustees Roles</b>                    | <b>Relevant Procedures &amp; Documents</b>   | <b>Job Description/Responsibilities</b>   |
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| Chair<br><b>Chris Compton</b>            | <ul style="list-style-type: none"> <li>• AGM Procedure.pdf</li> <li>• Management Committee Procedure.pdf</li> <li>• Trustee Duties.pdf</li> <li>• Trustee Induction Pack.pdf</li> </ul>                                | <ul style="list-style-type: none"> <li>• Association Oversight management</li> <li>• First Call for problems</li> <li>• Prepare &amp; Check Agenda &amp; Minutes</li> <li>• Chair Meetings</li> <li>• Manage communications to trustees, management team members, members and any others</li> </ul> |
| Deputy Chair<br><b>Liz Winter</b>        | <ul style="list-style-type: none"> <li>• AGM Procedure.pdf</li> <li>• Management Committee Procedure.pdf</li> </ul>  | <ul style="list-style-type: none"> <li>• Standin for Chair</li> </ul>   |
| Treasurer<br><b>Sue Tizard</b>           | <ul style="list-style-type: none"> <li>• Reserves Policy.pdf</li> <li>• Cash Handling Procedure.pdf</li> </ul>   | <ul style="list-style-type: none"> <li>• Manage all aspects of Association's finance and Pay</li> </ul>   |
| Secretary<br><b>Sue Tizard</b>           | <ul style="list-style-type: none"> <li>• Letters in/out</li> <li>• Emails in/out</li> <li>•</li> </ul>   | <ul style="list-style-type: none"> <li>• Control incoming and outgoing communications</li> <li>•</li> </ul>   |
| Personnel Manager<br><b>Sue Tizard</b>   | <ul style="list-style-type: none"> <li>• Centre Administrator Job Description.pdf</li> <li>• Working Alone Policy and Procedure.pdf</li> <li>• Time Off In Lieu Policy.pdf</li> <li>• Employee Handbook.pdf</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul>   |
| Centre Manager<br><b>Liz Winter</b>      | <ul style="list-style-type: none"> <li>• Room Hire Rules.pdf</li> </ul>  | <ul style="list-style-type: none"> <li>• Ensure that the Room-Hire rules are fully compliant, updated and followed.</li> </ul>  |
| Business Manager<br><b>Chris Compton</b> | <ul style="list-style-type: none"> <li>• BusinessPlan.pdf</li> <li>• CommunityAssociationProjects.pdf</li> <li>• Community Centre Lease</li> </ul>   | <ul style="list-style-type: none"> <li>• Update and monitor progress of the Business Plan</li> </ul>  |
| Data Controller<br><b>Chris Compton</b>  | <ul style="list-style-type: none"> <li>• Data Protection Policy.pdf</li> <li>• Documents Policy.pdf</li> </ul>   | <ul style="list-style-type: none"> <li>• Ensure compliance with data security and protection rules</li> </ul>   |

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|--|---|--|
|  | <ul style="list-style-type: none"> <li>• Website Privacy Policy.pdf</li> <li>• Social Media Policy.pdf</li> <li>•</li> </ul>  | <ul style="list-style-type: none"> <li>• Correctly store all required membership data</li> </ul>                                   |
| Safety officer<br><b>John Sleep</b>                                | <ul style="list-style-type: none"> <li>• Health and SafetyPolicy.pdf</li> <li>• Building Security Procedure.pdf</li> </ul>  | <ul style="list-style-type: none"> <li>• Oversee all aspects of building security and health &amp; Safety</li> </ul>               |
| Volunteer Coordinator<br><b>Liz Winter</b>                         | <ul style="list-style-type: none"> <li>• Volunteer Handbook.pdf</li> </ul>  | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| Behaviour & Equality Manager<br><b>John Sleep</b>                  | <ul style="list-style-type: none"> <li>• Code of Conduct.pdf</li> <li>• Complaints Procedure.pdf</li> <li>• DignityatWorkPolicy.pdf</li> <li>• Disciplinary Procedure.pdf</li> <li>• Equality &amp; Diversity Policy.pdf</li> <li>• GrievanceProcedure.pdf</li> <li>• Political &amp; Religious Activities Policy.pdf</li> <li>• Safeguarding Policy.pdf</li> <li>• WhistleblowingPolicy.pdf</li> <li>• ZeroTolerancePolicy.pdf</li> <li>• Political &amp; Religious Activities Policy.pdf</li> </ul> | <ul style="list-style-type: none"> <li>• Oversee all aspects of behaviour.</li> </ul>  |
| Community Shed / Men's Shed<br>Coordinator<br><b>Chris Compton</b> | <ul style="list-style-type: none"> <li>• See Men's Shed Practices and Procedures</li> </ul>   | <ul style="list-style-type: none"> <li>• Manage all aspects of the Community Shed building &amp; the Men's Shed project</li> </ul> |
| Heating, water, and Electricity<br>Green Issues                    | <ul style="list-style-type: none"> <li>•</li> </ul>   | <ul style="list-style-type: none"> <li>•</li> </ul>  |