

Alstonefield Village Hall Committee – role descriptions

Chair

This role description should be read in conjunction with, and is supplementary to, the Committee member role description, which applies to all members/trustees

Scope/limits of role

Meetings: The central part of the role is to manage and chair general committee meetings (typically held 3-4 times a year) and the Annual General Meeting (AGM).

Broader role: The Committee as a whole (not the role-holder) has responsibility for managing the charity. However, the role-holder will be expected to lead and represent the charity, and speak on its behalf, if needed.

Under the Village Hall charity's constitution, Chair is the only mandatory position. In practice, the management committee generally also includes someone responsible for accounts and/or bookings (this may be split between more than one person) and someone responsible for general administration/secretarial support.

The role-holder will be responsible for:

- **Managing and chairing meetings**
 - ~ Planning meetings and preparing agenda¹
 - ~ Ensuring agenda are issued in advance of the meeting, to prescribed timescales¹
 - ~ Ensuring accurate minutes are issued in good time¹
 - ~ Speaking on behalf of the charity at the annual meeting (AGM) that all Parish residents can attend
- ¹ (in consultation with the Secretary if applicable, or another committee member there is no Secretary)
- **Decision-making**
 - ~ Having the final say at meetings when there is no overall majority on a decision that has to be taken
 - ~ Making decisions between meetings if necessary, after consultation with other committee members as appropriate
- **Governance and oversight**
 - ~ Providing a 'second pair of eyes' on financial matters, such as authorising bank payments and reviewing bank statements from time to time
 - ~ Monitoring adequacy and suitability of committee membership
 - ~ Overseeing the charity's governance arrangements, in terms of its policies, procedures and adequacy of its day-to-day practices
- **Acting as representative of the charity**
 - ~ Signing and occasionally writing letters on behalf of the charity
 - ~ Representing the charity and speaking on its behalf

The role-holder will also be expected to contribute to committee meetings, as well as take the lead when necessary, in all aspects of managing the charity.