

Alstonefield Village Hall Committee – role descriptions

Committee member (trustee)

General description of role

Committee members are trustees of the charity known as 'Alstonefield Village Hall Committee'. Under its Constitution, there can be up to 14 volunteer members, including representatives of local non-profit user groups. 4 members are 'elected' at the AGM and up to 4 more people can be co-opted to complete the committee if needed. Individual members may have additional officer responsibilities, for example:

- Chair (a role required under the constitution)
- Booking and /or Accounts
- Administration/Secretarial

Supplementary role descriptions for the above are available on request. These should be read in conjunction with this role description, which applies to all committee members.

The role-holder will need to:

- **Take personal responsibility in:**
 - ~ acting at all times in the interests of the charity and its beneficiaries such as local user groups
 - ~ attending committee meetings whenever possible
 - ~ familiarisation with Charity Commission expectations for trustees and the Committee's Handbook of policies and procedures
 - ~ attaining the requisite level of knowledge or skills to undertake the role
 - ~ identifying practical tasks needing attention and helping with these when possible
- **Contribute to committee decision-making in ensuring:**
 - ~ activities meet the objectives set out in the charity's constitution
 - ~ the committee complies with the rules set out in the constitution and acts legally in all its activities
 - ~ necessary licences and insurance policies are taken out and reviewed regularly
 - ~ the premises and grounds are kept in good repair and the charity's assets are properly managed
 - ~ the charity has effective health and safety policies and that they are regularly reviewed
 - ~ the committee meets all its contractual and financial obligations
 - ~ the charity's financial position is monitored and action taken to correct any deficiencies
 - ~ there is an appropriate and fair hiring policy, consistent with the constitution and Charity Commission expectations
 - ~ fundraising activities are consistent with the constitution and Charity Commission expectations