

Management Committee Role Descriptions

To stand for the Committee, you'll just need a proposer and a seconder. If more than one person stands for any Office Bearer position, the Members present will be able to vote.

Positions marked with an asterisk receive an honorarium – currently £120 per year.

To ask questions, or if you want to put yourself forward in advance of the AGM (with a proposer and a seconder), just drop in a letter or email secretary@sjsmallotments.co.uk

Committee structure, from the Constitution:

Gardens members shall elect and appoint a committee consisting of Chair, Vice-Chair, Secretary, Treasurer and a maximum of twelve other members including the groundsperson, and two auditors. All of the Management Committee must be plot holders. Office bearers are appointed for a year and Committee members should also be elected annually. Meetings are to be held once monthly. At this meeting four shall form a quorum. The Committee will have the power to manage the affairs of the Gardens between Annual General Meetings.

This year's Committee has put together a description of what we each do:

The Chair

- Attends all Committee meetings and General Meetings of members, and manages the business of the meetings. (Vice Chair or another office bearer to stand in if this is not possible.)
- Is responsible for producing an agenda for meetings in consultation with the Committee and members.
- Chairs meetings in such a way as to ensure fairness and order in discussions, supporting and facilitating the decisions of the Committee.
- Where motions require formal voting, the Chair will call and oversee the voting process at an appropriate point.
- Acts as mediator when necessary.

The Vice Chair

- Stands in for the Chair as and when necessary.

The Secretary*

- Attends all Committee meetings and General Meetings of members, and keeps a record of all such meetings. (A deputy to stand in if this is not possible.)
- Posts the agreed minutes of the Committee for members of the Association to see.
- Deals with the correspondence of the Association.
- Prepares a report of any such correspondence along with updates on the business and progress of the Association's activities for circulation in advance of each Committee meeting.
- Prepares a report of the year's proceedings and submits it to the AGM.
- Keeps a current register of Association members.

- Keeps a consecutively ordered waiting list as per the Constitution, and according to Rule 35 (i.e. priority for those in the local area).
- Arranges plot lets (usually in coordination with the Treasurer, who processes rent and shed payments).
- Keeps an internal waiting list of plot holders wishing to change plots.

The Treasurer*

- Maintains proper accounting records.
- Collects the annual rent from plotholders.
- Processes cash and handles banking deposits.
- Arranges payments to suppliers.
- Places orders and takes delivery of routine supplies (e.g. cleaning, pest control, stationery).
- Prepares a summary of income and expenditure for each Committee meeting.
- Contacts the auditors (nominated and voted for at the preceding AGM) to arrange an audit at the close of the financial year.
- Presents the audited statement of annual income and expenditure at the Annual General Meeting.
- Maintains insurance cover for the Association (public liability, buildings, and contents).
- Will seek Committee approval for any changes in policy or practice with respect to financial control.

The Groundskeeper*

- Undertakes routine, non-specialist maintenance of the communal grounds (e.g. control of weeds around the pavilion, and plants affecting access in the lane, rooted in individual plots or otherwise).
- Reports any necessary repairs and maintenance issues to the wider Committee, who may decide after discussion that specialist tradespersons should be engaged to carry out works, and seek quotes.
- Reports any issues affecting communal areas that stem from individual plots (e.g. bushes overgrowing paths) to the Committee so that the relevant plotholder can be contacted about maintaining their plot.
- Monitors perimeter fences periodically for signs of damage or break-ins.

Committee Members (including office bearers)

- Make a commitment to attending regular committee meetings and presenting their apologies if they are unable to attend.
- Shall ensure that decisions made about the day-to-day management of the site are compatible with the purpose and ethos of the Association as stated in the Constitution.
- Shall ensure that the financial affairs of the Association are conducted to further the legitimate purposes and interests of the membership.
- Shall contribute to discussions and decisions about the day-to-day management of the site.