

# SEAFORD ALLOTMENT & LEISURE GARDENS SOCIETY

SUTTON DROVE SEAFORD EAST SUSSEX



## ROLES & RESPONSIBILITIES

The roles and responsibilities of Committee members are best seen in the context of some definitions which apply to all Associations irrespective of how they have been formed.

### **CHAIR**

The Chair (Chairman or Chairperson) provides leadership for the Committee and manages meetings in line with the Agenda.

The Chair should ensure that issues are properly debated and an agreement reached. The Chair should maintain order whilst encouraging debate and participation from all Committee Members. Some Committee Members have a greater flair for expressing themselves than others and a good Chair will recognise that some Members need encouragement to contribute and others will need to be gently dissuaded from dominating the proceedings.

The Chair should welcome all new members, introduce them to other members of the committee and encourage them to gain confidence so that they may play an active role in Committee discussions.

The Chair should discourage personality clashes and ensure the Committee decisions are not hindered in any way.

The Chair, in conjunction with the Secretary, to be a point of contact for Allotment Society members who have a written complaint or comment about the management of the site, or the activities or behaviour of members of the Committee, either as individuals or as a group and to decide how to deal with any such complaint or comment.

The Chair works closely with the Treasurer and Secretary to ensure the correct running of the Society.

The Chair agrees and signs the Approved Minutes of Committee Meetings.

The Chair is an authorised Signatory for the Society along with the Treasurer and, if necessary, the Secretary.

### **A Summary of the Chair's position:**

- Provide Leadership
- Call the meeting to order
- Welcome and involve new members
- Ask for apologies for absence
- Follow the Agenda and control the meeting
- Sign the approved minutes of the meetings
- Close the meeting
- Prepare the Chair's Report for each Committee Meeting and the AGM
- Sign cheques for the Allotment Society with one other committee member

## **SECRETARY**

The Secretary is a key Committee Member and ensures that the Allotment Society is efficiently run. The Secretary provides a link between Committee Members and the Allotment Society and between the Allotment Society and the Town Council.

The Secretary deals with all correspondence received by the Allotment Society.

In addition to dealing with correspondence, the Secretary's other main task is to help the Chair ensure that Committee meetings run smoothly.

The Secretary, in conjunction with the Chairman, to be a point of contact for Allotment Society members who have a written complaint or comment about the management of the site, or the activities or behaviour of members of the Committee, either as individuals or as a group and to decide how to deal with any such complaint or comment.

The Secretary will:

- Produce the Agenda for Committee meetings for the approval of the Chair
- Arrange dates and venue for the meetings, including the AGM
- At the start of each meeting check that there are enough committee members present to make the meeting quorate. The number required is defined in our Society's Constitution.
- Prepare Secretary's Report for each Committee Meeting and the AGM
- Record those present at the meeting
- Take notes and produce Minutes of the meetings for the Chair's approval
- Distribute approved Minutes to all Committee Members

The Secretary may also be an authorised Signatory for the Society

Summary of the Secretary's position:

- Deal with correspondence
- Arrange dates for meetings and produce the Agenda
- Keep a record of attendance at meetings
- Produce and distribute Approved Minutes
- Co-sign cheques if required
- Produce Secretary Report for all meetings, including the AGM

## **TREASURER**

The key role of the Treasurer is to manage and control the Allotment Society Funds. All Committee members have equal responsibility for the control and management of the Allotment Societies funds and the Treasurer plays an important part in helping the Committee carry out these duties.

The Treasurer should record all income and expenditure in a ledger, whether a simple accounts book or a computerised system. The Treasurer should record details of the amounts received and spent and have the details available for every Committee meeting. At any point in time the Treasurer should be able to identify:

- The balance of funds
- Committee expenditure
- Income, expenditure and profit from each event held

The Treasurer shall produce a report for each Committee meeting, and for the AGM. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a Committee meeting, a written report should be sent to the Chair at least two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

The Treasurer also liaises with the Society's Bank. The Treasurer:

- Pays money into the bank account and reconciles bank statements
- Advises the bank of agreed changes to the bank mandate i.e. those authorised to sign cheques
- Raises and signs cheque with a second committee member co-signing. The person co-signing must check what is being paid for before signing. The Treasurer should sign last and keep all original invoices
- Withdraws money to provide a cash float for events
- Monitors funds held on account and discusses with the bank or building society the use of higher rate investment accounts. Any decision to use an investment account, including the amount to be put into the account should be taken by the whole Committee.
- Ensures regular payments such as Allotment Society membership are made on time to guarantee benefits and take advantage of any discounts.

At each Allotment Society event, two people should be identified to take charge of monies received and to count the proceeds once both parties agree the total it should be banked or placed in a night safe. Funds raised should not normally be kept at someone's home.

Before the AGM the Accounts must be drawn up and either audited or independently examined as specified in the Constitution.

#### **A Summary of the Treasurer's position:**

- Maintain the financial records
- Report income and expenditure at meetings
- Liaise with the bank
- Pays Statutory Body Fees
- Prepare and co-sign cheques as required
- Count and bank monies
- Prepare and produce Annual Audited Accounts

#### **PLOT SUPERVISOR (formerly Site Supervisor)**

The Plot Supervisor is responsible for ensuring that the plot holders adhere to the Rules and Conditions of Tenancy pertaining to the upkeep and cultivation of their plots. The Plot Supervisor has overall responsibility for the Plot Reports and will ensure that any follow up action required is dealt with quickly and efficiently. In the main, the Plot Supervisor will be the first point of contact for any problems or issues relating to the allotment plots. The Plot Supervisor will liaise closely with the Treasurer and New Members Officer regarding the vacating and re-letting of plots.

The Plot Supervisor will be responsible producing a Plot Supervisor Report for each Committee Meeting and the AGM.

#### **A Summary of the Plot Supervisor's position**

- Oversee the Plot Reports and subsequent actions
- Ensure the plot holders comply with the Rules and Conditions of Tenancy pertaining to the upkeep and cultivation of plots
- Management of the Allotment Plots
- Liaise with Treasurer and New Members Officer on vacation and letting of plots
- Produce Plot Supervisor's Report for each Committee Meeting and the AGM

## **NEW MEMBERS OFFICER**

The New Members Officer shall be responsible for holding the Waiting List for Allotment plots and shall offer vacant plots in strict order of the Waiting List. The New Members Officer will give prospective tenants a Confirmation Form for plot renting which, when completed, should be distributed to Treasurer, Secretary and Plot Supervisor for action. When requested, the New Member's Officer will supply a copy of the current waiting list to the Secretary and Chair.

A report on the status of the Waiting List and plots vacated/let will be required for each Committee Meeting and the AGM.

### **Summary of the New Members Officer position:**

- Maintain an up to date Waiting List for Allotment plots
- Offer vacant plots to prospective tenants in strict order of the Waiting List
- Distribute copies of the Confirmation Form for renting a plot
- Produce a Report for each Committee Meeting and the AGM

## **MEMBERS**

Members are the individuals (plot holders and associate members) who make up our Allotment Society.

It is important that the definition of our membership is clear in our Constitution. Members are not legally responsible for the actions of the Allotment Society but they do elect the Committee who manage the Allotment Society and who are legally responsible.

## **COMMITTEE**

This is the team elected at the Annual General Meeting each year to manage the Allotment Society on behalf of the Members.

There are usually two types of Committee Members: Officers and Ordinary (or Other) Committee Members. Officers have defined roles such as Chair, Treasurer, Secretary and Site Supervisor. Ordinary Committee Members play a valuable supporting role. Acting as an Ordinary Committee Member provides useful experience for taking on the role of an Officer in the future.

It is recommended that Officers of the Committee shall stay in post for 3 years only (unless there are no other nominations), whereas Ordinary Members can be elected for 5 years consecutively.

All Committee Members have equal voting rights, except for the Chair of a Committee Meeting who has a casting vote.

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