

STOKE MANDEVILLE VILLAGE COMMUNITY ASSOCIATION –

COMMITTEE MEMBERS JOB SPECIFICATIONS

Chairman

- Propose and agree with the Secretary the agenda for future committee meetings.
- Manage the committee meetings in accordance with the agenda ensuring that all members are given the opportunity to express their opinion and finally reach an agreed conclusion.
- Approve the Secretary's draft minutes of all meetings.
- Assist the Secretary as necessary in dealing with any post, draft letters etc.
- Plan and manage in conjunction with the Vice Chairman any maintenance issues ensuring that the work is undertaken with minimum disruption to the hirers.
- Assist the Administrator as necessary in the day-to-day management of hires and future hire requests.
- Manage the Administrator and cleaner, manage all staff issues to a satisfactory conclusion, manage/issue yearly contracts.
- Hold regular staff meetings with the Administrator and Cleaner as necessary.
- Assist the Secretary in researching Government policy on future pay increases, potential contract issues etc.
- Attend meetings as necessary with the leaseholder.

Vice Chairman

- Undertake all of the above in the absence of the Chairman.

Secretary

- Prepare, discuss, and agree with the Chairman the agenda for future committee meetings.
- Prepare the minutes of all meetings and seek agreement from the Chairman before issuing to the committee.
- Manage as necessary the preparation of any letters, all post and ensure distribution within the committee and any responses on their behalf.
- Assist the Chairman during the regular staff meetings by producing minutes of the meeting and any associated paperwork.
- Research as necessary Government policy on future pay increases, potential contract issues and any other issues as requested by the Chairman.
- Assist the Treasurer as and when required with any necessary paperwork.