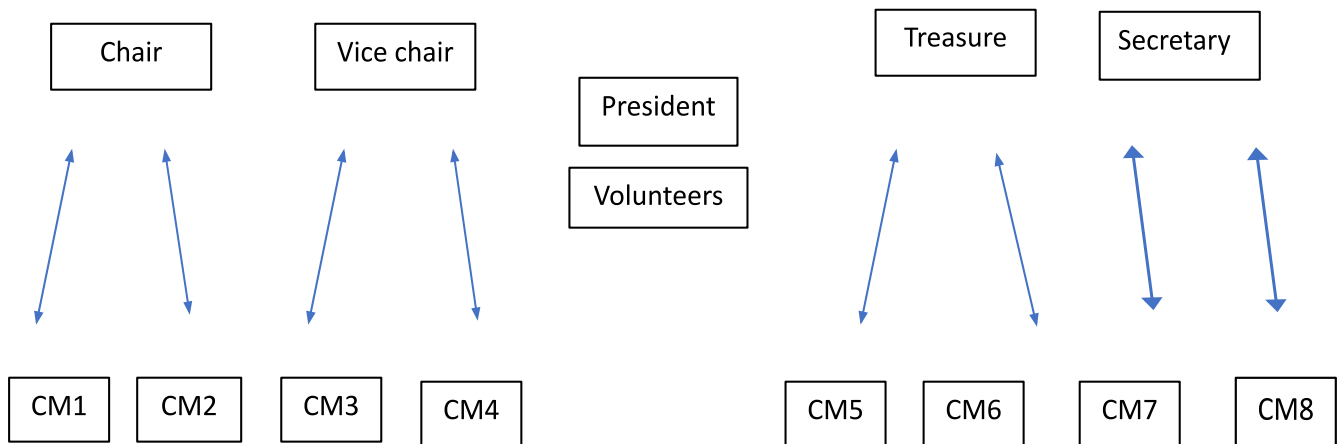


CM = Committee member

Gresty street community allotment association proposed new structure and responsibility

The below diagram shows the structure to allow decisions made by the committee to be distributed evenly and for members and officers to have a support network to complete the actions assigned to them. This does not mean all members will support and help each other but just gives everyone responsible for the tasks that need to be completed. The middle area is at the heart of the association and will provide fair treatment to all and support the affected committee to carry out decisions and move the site forward in all areas.



Roles and responsibilities

Chair: The chairperson of a committee is responsible for the smooth running of meetings, allowing all members to have their say, and guide the committee's work towards the aims set by the community association. This is a vital position in any community association

At committee meetings

- Conduct business in the order set out in the agenda
- Keep the discussion focused on the item as set by the agenda
- Make sure that a decision has been reached before going on to the next item on the agenda
- Allow everyone to speak and be heard
- Make sure a record of all decisions is kept.
- Between committee meetings
- Know all work that the community association is doing so that he/she is well informed about
- all matters that may arise at committee meetings
- Keep in touch with other committee members and how their work is coming along, which
- means supporting people, not ordering them about
- Meet with the secretary to arrange and draw up the agenda to be discussed at meetings and



CM = Committee member

- ensure minutes are properly drafted and issued prior to the next meeting.

Additional responsibilities

Working alongside CM1 and CM2 to push the sustainability, biodiversity, and general projects on site as well as support all committee members and officers when needed.

Vice Chair: During the chairperson's absence

The Vice-chairperson of a committee is responsible for the smooth running of meetings, allowing all members to have their say, and guide the committee's work towards the aims set by the community association. This is a vital position in any community association

At committee meetings

- Conduct business in the order set out in the agenda
- Keep the discussion focused on the item as set by the agenda
- Make sure that a decision has been reached before going on to the next item on the agenda
- Allow everyone to speak and be heard
- Make sure a record of all decisions is kept.
- Between committee meetings
- Know all work that the community association is doing so that he/she is well informed about all matters that may arise at committee meetings
- Keep in touch with other committee members and how their work is coming along, which means supporting people, not ordering them about
- Meet with the secretary to arrange and draw up the agenda to be discussed at meetings and
- ensure minutes are properly drafted and issued prior to the next meeting.

Additional responsibilities

Working alongside CM3 and CM4 to ensure the site facilities and communal areas are maintained on site. To also oversee the security and development of these areas.

Treasurer

Handle petty cash and pay bills

It is most important that a community association is not spending money that it does not have, and that good records are kept of its income and expenditure.

Main responsibility's

Pay all money coming into the community association into the bank account,

Make a regular statement to the committee on how much money the community association has spent and still has in its account.

Pay bills for the community association.

Give out receipts for money given to the community association.



CM = Committee member

Additional responsibilities

Working alongside CM5 and CM6 to support in obtaining funding, and donations and look into other new sources that the allotment can utilise to fund new projects and maintain the site as well as outreach projects to involve the community.

Secretary: The secretary is the community association's point of contact with its members and the wider public in line with the direction given by the committee and its chairperson. The work involves writing letters on the association's behalf and organising and keeping records of committee meetings.

Main responsibilities

- Meet the chairperson and agree an agenda.
- Send out a notice to committee members of where and when the meeting will take place and the agreed agenda.
- Prepare all papers needed for the meeting at least a week beforehand. The papers should
- include correspondence since the last meeting and minutes, which are a record of the last meeting.
- Take a note of everyone present at the meeting and everyone who could not be there but has sent an apology.
- Circulate or read out the minutes of the previous meeting, take questions about the minutes and change the minutes if necessary.
- Take notes of what members say when they are reporting on actions taken and of the decisions that are taken by the committee.
- Report to the committee any letters written by the secretary and any replies that have been received so that action can be taken on them.
- Write up formal minutes from the notes taken during the meeting in time for the issue to the next
- committee meeting.
- Write and send off any letter that the committee has asked to be dealt with.
- The secretary should maintain up-to-date records of Committee members' names, addresses and telephone numbers.

Additional responsibilities

Working alongside CM7 to support in allocating available plots and ensuring all documents for new plot holders are completed and policies passed over.

CM1: The role is to work alongside the allotment association committee to become more sustainable and look at ways we can educate and support plot holders to include biodiversity on site.

CM2: This role will be biased toward supporting the committee with any new projects to improve the site, from sourcing raw materials to hands-on support during projects on site

CM3: This role will be to support the committee in the maintenance on site keeping the facilities working with support from others and supporting to oversee the working parties



CM = Committee member

CM4: This role will be to oversee the security of the site and to work with the committee to improve and maintain the site security, as well as be involved in the stages of all projects to ensure the site is a happy and safe place to be.

CM5: This role will be to focus on funding and revenue channels for the association and support the committee to maintain a strong financial position.

CM6: This role will be to work with the local community and drive community spirit and advent at the allotment site for both plot holders and the local community

CM7: This role will support the committee in allocating available plots and working with the secretary to welcome new plot holders onto the site. When the site is full they can also get involved with any of the other roles they wish to.

CM8: This role will support the committee in allocating available plots and working with the secretary to welcome new plot holders onto the site. When the site is full they can also get involved with any of the other roles they wish to.

President: The role of the president is to guide and support the committee and familiarise himself with all plot holders so he can ensure that the committee are acting in the association's best interest. If the committee, decide and it is objected to by an association member the President has the final say on the decision of the matter. Although the president will not vote during the committee meetings to remain neutral if the committee have equal votes on any decision for and against the president will hold the deciding vote.

Volunteers: This role is if you would not like to sit on the committee but would still like to get involved in the development and progression of the site. If you put yourself forward, you will be on a list where all committee members may contact you and ask for support at some time when needed in all areas of the association

For all positions above the recommended time allocated for the roles would be between 4 and 8 hours a month to be donated at your own discretion.

