

## Eglington Village Hall – roles of officers

### Judith Scott – The Chair - 01665 578639

The Chair has two key roles: to act as the representative/figurehead of the charity and to ensure the effective operation of the steering group and its meetings.

This includes:

- Ensuring the charity sets and sticks to its policies and priorities
- Representing the charity and speaking on its behalf
- Making essential/emergency decisions between committee meetings
- Planning and running meetings
- Keeping order at meetings
- Encouraging everyone to participate
- Dealing with conflict
- Being conversant with the rules of debate and procedure of committee meetings, the trust deed, rules and charity law
- Using the chair's discretion on interpreting procedures/issues
- Signing on behalf of the charity, personally and **with** other trustees/officers, when entering into contracts or completing official documents
- Liaising with the secretary over agendas and minutes, and ensuring meetings are quorate.

### Penny Blackmore – The Secretary - 01665 578327

The secretary performs a key role in the organisation. The position requires an orderly and methodical mind, and an ability to pay attention to detail.

Much of the work of the committee can fall on the secretary and it is, therefore, worth considering the possibility of sharing the responsibility between a number of people.

A bookings secretary has been appointed (**Julian Tyley**) as a contact for hirers; a meetings secretary has been appointed (**Paul McIver**) to arrange and take the minutes of the meetings.

The secretary is responsible for:

- Dealing promptly with correspondence between meetings. If a decision of the committee is required then an acknowledgement should be sent, pending a formal decision
- Keeping a well organised and efficient filing system which can be passed on to a new secretary. (Copies should be kept of outgoing letters.

Correspondence should be divided up by subject and kept in chronological order)

- Ensuring that all original legal documents are kept in a safe place, e.g. the committee's bank or solicitors office, whilst keeping working copies for i.e. at meetings and ensuring that all members of the committee have copies
- Sending out publicity and information about the organisation.

### **Paul McIver – The Meeting Secretary – 01665 578924**

#### **Before a meeting the meeting secretary:**

- Notifies all committee members, in advance, of the time and place of the meeting, prepares an agenda in consultation with the chair (and treasurer when appropriate) and circulates it
- Ensures that minutes of the previous meeting have been circulated and a copy placed in the parish website
- Goes through the agenda, collects all relevant papers and correspondence to be brought to the meeting
- Checks that members have carried out tasks agreed at the previous meeting
- Ensures that the room (and refreshments if applicable) is available and prepared for the meeting
- Arrives early in order to:
  - Check the layout of the room
  - Check that all documents are to hand
  - Run through the procedures with the chair.

#### **During the meeting the meeting secretary:**

- Ensures that the minutes are agreed and the chair signs and dates the minutes of the previous meeting
- Takes a note of all present, apologies for absence and minutes the meeting (unless a minute secretary has been appointed)
- Records decisions and policy in the minutes
- Keeps a check on the progress of work, as agreed by the committee
- Ensures that the organisation meets its legal obligations
- Reads or refers to individual items of correspondence relevant to agenda items under discussion.

#### **After the meeting the meeting secretary:**

- Drafts the minutes and checks with the chair before circulating

- Deals with the necessary correspondence following decisions made at the meeting and takes other action as appropriate, unless other committee members have taken on the responsibility.

### **Annual General Meetings:**

- In addition to the above the meeting secretary must inform and give 14-days' notice, to all village residents and hall users, of the AGM.

### **Minutes**

Minutes should be written up as soon as possible after the meeting, either in a bound book or for insertion in a file. It is important that permanent records be carefully presented (the use of a minute book is only strictly necessary if stated in the trust deed). It is useful to attach a copy of the trust deed/lease (if the building is leased) to the minute book for quick reference.

The minutes must be an accurate record of policy and decisions made at the meetings. It is not necessary to list the points made by individuals, or to 'quote' people - only the resolutions agreed by the committee and the main points which led to the decision. Only in very rare cases is it necessary to record any members' remarks in full. For complex discussions it is sufficient to state 'Among the points raised in discussion were ...' and then give a brief summary. Minutes should be circulated to members in advance of the meeting, and if members have not seen them in advance - read aloud at the beginning of the next meeting.

Minutes are for people who were not at a meeting as well as those who were present. They are also a useful source of information for others who may, in the future, need or want to know what the committee has done. Thus, minutes are used to find out:

- What was decided
- Why it was decided
- What else was reported or discussed
- What action the reader is supposed to take and when
- What action others are supposed to take and when.

Minutes should include:

- The organisation's name
- The type of meeting held e.g. management meeting, AGM (annual general meeting) etc
- The date and time of the meeting
- Where the meeting took place
- Who attended from the committee

- Others present and in what capacity e.g. an employee as an observer
- Who chaired and who minuted the meeting (if chairing and minuting is rotated, then the minutes should state who will be doing them at the next meeting)
- Apologies for absence
- Any necessary corrections to the minutes of the previous meeting
- Whether the minutes were accepted as an accurate record and signed
- Matters arising from the previous meeting not being covered elsewhere
- A separate minute for each item or topic being discussed at the meeting
- Date, time and place of the next meeting.

Remember that minutes are a record of what was discussed and decided, about a particular topic and should therefore include:

- Any decision reached by the meeting (including a decision not to take a decision)
- Any action needed to be undertaken in order to implement the decision
- Who is responsible for the action?
- The deadline for implementing the action.

### **Julian Tyley – the Bookings Secretary - 01665 578460**

In a large hall, a bookings secretary could be appointed to take responsibility for the use of the hall and as a contact for hirers.

The booking secretary is to liaise with the directly with the treasurer to ensure all hirers are billed correctly and timely invoices sent.

Suggested Paperwork list for booking secretaries

This is a suggested list of paperwork which could be made available to booking secretaries. It can be adapted to suit your village hall.

- Hiring agreement – general events and regular hirers
- Commercial events – special hiring agreement
- Appropriate details and forms for the sale of alcohol at the hall
- Rules for the use of the hall including the end of session checklist (to be given out on key collection or access to the hall)
- Key collection or hall opening/closing arrangement
- Information about the hall facilities
- Guidance for events primarily for teenagers\*
- Hire charges list
- Diary
- Monthly calendar.

## **Margaret Bell – The Treasurer - 01665 578050**

The role of the treasurer is to ensure that money and property are properly managed.

The treasurer acts on behalf of the management committee to safeguard the organisation's finances and as a 'watchdog' role over all aspects of financial management. Like the work of the secretary, that of the treasurer can be shared amongst other members of the committee. It should also be remembered that, whilst the treasurer may give the lead, **all members** of the management committee are financially responsible for the management of the hall. The main responsibilities and duties of the treasurer are:

- A day-to-day effective book-keeping of income and expenditure systems and records
- Ensuring there are proper systems for budgeting and financial control
- Banking of all cheques and cash; primary signatory (with others) to cheques; invoicing and payments
- The regular preparation of reports on the accounts to the management committee in a format that is easily understood
- The preparation of annual accounts and submission to an independent examination/audit as may be required
- Being responsible to the management committee (i.e. the managing charity trustees) for the submission of annual accounts for their acceptance and for presentation at the AGM
- Ensuring that auditors or independent examiners are appointed
- Being responsible to the secretary for the final submission of accounts to the parish council and Charity Commission, as necessary
- Where staff are employed, ensuring that the appropriate payroll systems are operated e.g. PAYE and Employers' National Insurance
- Where applicable, to register for VAT purposes and to ensure the maintenance of VAT book-keeping and returns to HM Revenue and Customs (HMRC)
- Ensuring that, where tax is being reclaimed on covenants and/or Gift Aid deductions, correct procedures are followed and records kept as required by HMRC
- Having an input into all matters concerning the finances of the charity
- Providing the secretary with all records of accounts to be kept for a minimum period of six years

### NOTE:

- Money should never be paid into a personal account
- Cheque books, petty cash and account books should always be kept in secure place