

## Upper Rissington Village Hall



# Roles and Responsibility

## The Board of Trustees of Upper Rissington Village Hall (URVH)

The role of the Trustee is defined in the document “Charity Trustee: what’s involved” (<https://www.gov.uk/guidance/charity-trustee-whats-involved>)

Trustees have overall control of the charity and are responsible for making sure it’s doing what it was set up to do. Trustees are the people who lead the charity and decide how it is run. Being a trustee means making decisions that will impact on people’s lives thereby making a difference to our local community.

### General Responsibilities of Trustees:

- Attend all Trust meetings as required
- Implement the Management System as it applies to them
- Represent the Trust in a responsible and enthusiastic manner
- Provide competent advice to the Board in matters relating to their field of expertise
- Be knowledgeable in Charity Commission requirements
- Seek persons who may be suitable to serve in the Management Committee

### Specific Responsibilities of Officers:

#### 1. **Chairman**

- Act as the responsible person for the management of the Trust and all its affairs
- Chair the Board Meetings
- Approve the Business Plan
- Monitor, through others, the successful implementation of the Business Plan
- Provide strategic plans for the future of the Trust
- Maintain a positive contact with the Chairman of the UR Parish Council

#### 2. **Treasurer**

- Monitor the Business Plan as implemented by the Management Committee
- Ensure that all Financial Requirements of the CC are met
- Provide guidance to the Board on financial matters pertaining to the Trust

#### 3. **Secretary**

- Organise the AGM and any Extraordinary Meetings of the Board
- Maintain the official record of all the meetings and activities of the Board
- Provide guidance on the requirements of the Charities Commission
- Act as the single point link to the Charities Commission
- Act as the link between the Trust and external Bodies
- Monitor compliance with the Trust Management System

## **Management Committee of Upper Rissington Village Hall**

The Management Committee is established under section 14 of the Constitution.

### **Role:**

Committee Officers and Members support the Chairman of the Committee in the day to day running of the Village Hall.

### **General Responsibilities of Committee Members:**

- Attend all Committee meetings as is practicable
- Implement the Management System as it applies to them
- Represent the Trust in a responsible and enthusiastic manner
- Provide competent advice to the Committee in matters relating to their field of expertise
- Give practical, hands on assistance when requested to do so by the Chairman
- Seek persons who may be suitable to serve in the Management Committee

### **Specific Responsibilities of Officers:**

#### **1. *Chairman***

- Accept the delegated responsibility of the Board of Trustees to be responsible for the day to day running of the Village Hall
- Chair the Management Committee
- Be responsible for the implementation of the Business Plan
- Provide annual plan of objectives to ensure continuous improvement
- Ensure that the management System requirements are complied with all times
- Report as required to the Chairman of the Board
- Suggest persons to the Board who may be suitable to be Trustees

#### **2. *Treasurer***

- Maintain the financial accounts of the Trust
- Provide the monthly accounting information required by the Committee
- Monitor on-going compliance with the Financial Plan
- Complete the Annual Financial Return as required by the CC.
- Negotiate all commercial contracts which the Trust has with external providers
- Oversee the maintenance of the Trust web site

#### **3. *Secretary***

- Organise the monthly meetings of the Committee
- Maintain the official record of all the meetings and activities of the Committee
- Act as the link between the Committee and external Bodies on routine matters
- Monitor compliance with the Trust Management System
- Maintain the shared Google Drive with the required information
- Liaise, as the single point of contact, with the Clerk to the Parish Council
- Provide information and guidance on CC requirements

4. **Hall Manager**

- Maintain the Hallmaster booking system
- Respond to booking enquiries
- Confirm bookings
- Issue invoices
- Maintain the URVH Web Site
- Monitor weekly fire alarm tests are carried out by the “caretaker”
- Carry out monthly emergency light tests
- Open and close the Community Room dividing doors
- Set the external lights timer
- Set and monitor the Trend system
- Keep an overview of the fabric of the building and record defects in the “Caretaker Log”