

*DUTIES/ROLES/*

*MEETINGS*

*AND*

*PROCEDURES*

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## 1. DUTIES OF COMMITTEE

The general duties of the Committee are:

- (a) To advise the Council if a vacancy arises during its term of office so that the Council can take such action as it deems necessary. The Advisory Committee is free to make any recommendations it considers appropriate.
- (b) To be responsible to maximise income, manage the bookings for the hall by regular and casual users and collect and bank income received in accordance with the requirements. (*See section D.1.*)
- (c) To arrange for the hall and the surrounding grounds to be kept clean, tidy and adequately maintained.
- (d) To ensure that a suitable sign is erected and maintained on the exterior of the hall in a prominent position to advise where bookings for the hall can be made.
- (e) To alert the Council of any hazards in the amenity in accordance with the Health and Safety Plan. (*See section E.3.*)
- (f) Where the associated reserve land is not under Council maintenance contract to ensure that:
  - (i) Fences are kept in good order;
  - (ii) Playing fields are cared for;
  - (iii) Grass is mown;
  - (iv) Organised sports bodies that use the grounds contribute a reasonable sum to provide for the cost of maintenance;
  - (v) Where the land is not being used by the public and is suitable for grazing, will recommend to the Council that the land be let or leased for such purpose;
  - (vi) Will be responsible for controlling the use of the hall or reserve or property by any hirer.
- (g) The advisory committee shall meet a minimum of four times per year (or quarterly) unless this requirement is varied by the Chairperson or Council.

## 2. CHAIRPERSON ROLE DESCRIPTION

The Chairperson's role is to maximise the skills and contributions of the Committee, facilitate the meeting process, delegate tasks and responsibilities appropriately and oversee the effective management of the organisation.

While the Chairperson is responsible for overall operation of the Committee, their role is often co-ordination rather than actually performing the tasks.

### Key Tasks

- Supervise the running of the Committee as set out in the Constitution.
- Chair all monthly Committee meetings.
- Co-ordinate the Annual General Meeting.
- Ensure all expenditure of funds is appropriate and accounted for.
- Conduct public relations and promotional functions as needed.

### ANNUAL GENERAL MEETINGS (AGM)

#### Why have an AGM?

- to ensure accountability
- to present audited accounts and minutes of last year's AGM.

- **AGM's must be advertised to all members usually 21 days before the meeting**
- **AGM's must have a quorum – as set out in the Constitution**

#### What should be on the Agenda?

Minutes of the previous AGM  
 Matters arising from these minutes  
 Presentation of the Annual Report and accounts  
 Discussion following the reports  
 Other business

#### Who to Invite?

All members and clients  
 Funders and sponsors  
 Friends of the organisation  
 Service providers  
 Contractors  
 Landlords

#### Suggestions on how to get people to attend your AGM

- Choose a convenient time
- Provide food and refreshments
- Keep the AGM concise and as short as possible
- Combine with a social event, dinner or provide a speaker
- Hold an awards or recognition ceremony
- Choose a comfortable venue, somewhere different from usual
- Provide transport or facilitate car-pooling
- Offer childcare.

### 3. MEETING PROCEDURES

Meetings can be conducted on a generally informal basis, but in the event of any dispute arising the Council's approved "Standing Orders" shall apply.

Even though it may be conducted in an informal way, the importance of the meetings should not be underestimated. Although meetings can be informal, a practical guide follows. When meetings work well everybody gets a chance to take part and decisions made in this environment are more likely to be carried out.

#### **Informal meeting procedures:**

##### **The Chairperson's Guide**

The chairperson is the key participant. Being impartial is important – listening to all points of view and creating an atmosphere in which all relevant views can be expressed.

#### (a) Responsibilities

Before the meeting:

- be clear about what is to be achieved;
- make sure enough time is allowed for all topics;
- allocate time so that important items get the fullest attention;
- do some groundwork on subjects to be considered.

During the meeting:

- make sure the meeting has been properly called and that there is a 'quorum' (no less than 2 members of the Committee, plus the Chairperson);
- start on time and keep to time;
- encourage participation;
- control discussion;
- help the meeting to make decisions;
- ensure arrangements are made to translate decisions into action;

After the meeting:

- follow up any commitments made.

#### (b) The Meeting Procedure

A chairperson, an agenda and taking of minutes will ensure that the meeting is run in a fair and orderly manner and that the outcome is not disputed later.

- Welcome those present, ask for any apologies or agenda items.
- May discuss and allow for changes in the order of the agenda, and how much time to allow for each item.
- Read and confirm the minutes of the previous meeting. Present correspondence that has been received or sent since the previous meeting.
- Work through the agenda by dealing with each item in the agreed order. Good practice is to ask the person who raised the issue to open the discussion. If no consensus can be reached a decision may be deferred to allow further discussion or until more information is gathered. The outcome should be put in writing along with the names of the people who have agreed to put the decision into practice.
- Summarise main issues and the decisions for action and ensure that members are clear on their actions to be taken.
- The date for the next meeting should be set.
- Finally, thank those present and close the meeting.

#### 4. SECRETARY ROLE DESCRIPTION

The secretary's job is often the most demanding and time consuming of the Committee roles, and is also one of the most vital.

##### **Key Tasks**

- Collect, open and appropriately distribute all incoming mail
- Record all incoming and outgoing correspondence
- Ensure all correspondence is actioned promptly
- Maintain a filing system for correspondence and records
- Maintain a membership list
- Prepare newsletters
- Attend to all phone queries
- Organise Committee meeting times and venue and inform those who will be attending
- Pre-arrange meeting agenda in consultation with Chairperson and Committee members
- Circulate minutes of previous meeting and agenda of forthcoming meeting if possible
- Take Committee Meeting minutes, transcribe them and distribute to Committee members/Council as soon as possible
- Action correspondence arising from the meeting
- Other duties as requested by the Committee
- Advise Council of the names of the others on the Committee as soon as they are elected.

## 5. The Secretary

### Responsibilities

#### Before the meeting:

- prepare the agenda, consulting with the chairperson if necessary;
- contact the members to attend;
- send copies of the previous meeting's minutes to members if this is customary or have the minutes ready to present at the meeting;
- collect all correspondence received and sent since the last meeting.

#### During the meeting:

- present the previous meeting's minutes for confirmation;
- have the correspondence available and present to the meeting as required;
- take accurate minutes (see "Taking Minutes" below).

#### After the meeting:

- make a good copy of minutes if necessary;
- forward a copy of minutes to Council;
- deal with any written business arising from the meeting;
- keep records secure.

### Taking Minutes

The minutes are the official record of the meeting. It is important that all discussion points and decisions are accurately recorded.

#### Minutes should include:

- the name of the Committee or purpose of the meeting;
- the date and place where the meeting is held, and the time it starts;
- the name of the chairperson;
- the names of everyone present;
- the names of persons who apologised;
- a statement that minutes of the previous meeting have been read and approved;
- a brief description of any matters arising from those minutes;
- a list of correspondence presented at the meeting and any action arising from this;
- a list of reports presented, eg operating statements;
- other agenda items.

#### The person taking the minutes should:

- note any key points of discussion;
- record each proposal along with the name of the person who put the matter forward;
- ensure the wording is correct – it is acceptable to interrupt the meeting to check this;
- record all decisions;
- record the names of the persons to carry out the decisions.

#### The final items included in the minutes are:

- the date of the next meeting;
- the time the meeting ended.

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## 6. TREASURER AND/OR CUSTODIAN ROLE

The Treasurer is responsible for carrying out financial management which includes ensuring others adhere to policies and procedures of the organisation. The Treasurer acts in accordance with the decisions of the Committee on financial matters and works in conjunction with the Committee in the preparation of budgets and financial reports.

### Key Tasks

- Ensure all monies received are receipted from the official receipt book supplied by Council and deposit monies received on a regular basis, directly into Council's bank.
- Maintain a petty cash system
- Ensure all accounts are paid by due date
- Record details of each booking and receipt on the Receipt Summary (see section D2)
- Keep accurate record of all financial transactions with an up to date balance
- Ensure the financial statements are ready for auditing at the end of the financial year
- Present a financial statement at monthly Committee meetings and ensure Committee members understand them
- Manage finances and investments
- Advise Committee of financial matters and budgetary constraints
- Ensure equipment is insured and maintain an asset register if appropriate

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**7. DUTIES OF THE COUNCIL**

- (a) The Council will report to the Committee quarterly on the financial performance of the hall in the previous quarter as well as any general administrative or maintenance issues.
- (b) At the end of each financial year (30 June), as soon as the audit is completed (which could take two to three months), the Finance Manager will send to the Committee a copy of the previous years audited accounts.
- (c) Review the Asset Condition at five yearly intervals to highlight ongoing maintenance needs or such other period, as the Council deems appropriate.
- (d) Responsible for the maintenance contracts to ensure compliance with the Building Act 1991 and Fire Safety and Evacuation of Buildings Regulations 1992.