

Volunteer Roles & Job descriptions

Commitment

The roles below all require some degree of commitment, although with 2 exceptions they can be “job shared” between volunteers

1) Minutes Secretary: Duties & Time Scales

Item	Who	Timescale
Produce, with Chair of meeting, First Draft of minutes Circulate to ctte members mailing list and publish on notice board	Minutes Secretary	6 days after meeting
Send corrections \ suggestions to Minutes Secretary	Residents\ Ctte, & guests who were present at meeting	5 days after publication
Produce second draft (including corrections)	Minutes Secretary	For distribution at next meeting

2) Agenda Secretary: Duties & Time Scales

Produce official notice of date, time and location of meeting Publish notice on notice board Send copy for distribution to all households Ensure room is booked	Agenda Secretary	12 days prior to meeting
Agenda Items can be submitted to the Agenda Secretary so long as each item has the support at least 2 residents	Residents\ Ctte	8 Days prior to meeting
Produce Final Draft of Agenda Circulate to mailing list and publish on notice board	Agenda Secretary	5 Days prior to meeting

3) Correspondence Secretary

(NB this must be a single person and not a job share)

Duties

To handle all official incoming correspondence of the Association, and to distribute that correspondence to the appropriate volunteers or members.

4) Treasurer

(NB this must be a single person and not a job share)

Duties

The Treasurer shall open and maintain a bank account in the name of the Association. All cheques shall be signed by the Treasurer and one other Committee member nominated by the Committee as signatories (the signatories should not be from the same household or family).

The Treasurer shall keep proper accounts of income and expenditure and have them checked by an independent person, with adequate financial experience, at the end of each financial year. The Treasurer shall report on the accounts at quarterly meetings.

5) Chairing Meetings

- a) The main role of the Chair is to ensure that meetings are run fairly, efficiently and that no one is excluded (so long as they observe the code of conduct)
- b) The Chair ensures that the meeting keeps to the Associations' rules, code of conduct and equal opportunities statement.
- c) The Chair leads meetings and facilitates discussion, encouraging all members to participate, preventing more talkative members from dominating the debate and taking particular care to ensure that the diversity of opinion is expressed.
- d) The Chair uses the skills and interests of all Committee members and does not allow cliques or inner circles to form.
- e) The Chair monitors and addresses conflict among members and between Committee Volunteers and other members
- f) The Chair, working with the agenda secretary, establishes dates, times and locations of meetings and sets meeting agendas according to Association procedures.
- g) The Chair, working with the minutes secretary, will co-authorise the first public draft of the minutes of meetings.
- h) The Volunteers Committee will decide on who will take on the role of "Chair" of particular meetings.