

Stainton Village Hall Roles and Responsibilities – 2024-25

Committee Membership

Trustees

Vivien Hodgson
Chas Chapman
Philip Dixon
Liz Beaty
Maria Golden
Judith Derbyshire
David Hall
Steve Helm
Greta Johnson
Dot Metcalf
Isobel Morley

Responsibility

Chair
Vice Chair
Treasurer
Secretary
Booking Coordinator
Community Coordinator

Building Coordinator

Groups Rep. (Garden Club)
Communication coordinator, Makers Market

Committee Members

Sue Harbottle
Claire Salt
Ann Stuart

Makers Market, Information coordinator

Other responsibilities:

Webmaster
Community Café
Fire Officer
Health and Safety
Sustainable Stainton Coordinators
Social Event subgroup Coordinator

Sarah Allen
Chas and Janet Chapman
Janet Hall and David Hall
Janet Hall and David Hall
Liz Beaty, Vivien Hodgson, AnneMarie Williams
Vacancy

Role Descriptions

Chair (Trustee)

- Set dates and times for Committee meetings
- Chair meetings and coordinate action points with Committee members
- Act as main spokesperson for Village Hall affairs
- Sign for Village Hall funding
- Manage recruitment and induction of new members
- Evaluate work of Committee annually
- Report as required to funders etc.
- Keep information points in the hall updated.
- Induction into use of hall and role for volunteers (including signing up to relevant policies)

Vice Chair (Trustee)

- Deputise for Chair when required
- Work with Chair to ensure effectiveness of Committee.

Secretary (Trustee)

- Take minutes at committee meetings
- Type up minutes and distribute to committee members
- File minutes on village hall G drive
- Deal with correspondence and file all letters and responses on G drive
- Organize AGM and publicise
- Organize village hall Committee meetings
- Pull together monitoring data against performance indicators and provides periodic evaluation reports as required.

Treasurer (Trustee)

- Act as guardian of and keeps updated the financial rules of Stainton Village Hall CIO
- Keep appropriate records and accounts and report regularly to Committee meetings
- Make an annual statement, get these checked by independent auditor.
- Present accounts to AGM
- Prepare annual budget information for Committee
- Has oversight of receipts and payments
- Liaise with the SVH CIO bank as necessary and report to committee any issues with cash flow.
- Keep a file of all paperwork in relation to invoices for goods and services and check all invoices before payment is made.
- Keep records of petty cash payments
- Keep records of any wages and information relating to PAYE in relation to staff.
- Maintain required buildings, contents, public liability and employees liability insurance for the Village Hall, its users, volunteers and trustees.

Bookings Coordinator (Trustee)

- Oversight of bookings and calendar
- Keeps website up to date with bookings
- Manages the process for booking (as per agreed procedures)
- Liaises with Treasurer for invoicing and returning deposits
- Maintains principles for bookings

- Monitors data against performance indicators and provides periodic reports to Committee.
- Send material to the village hall webmaster and posting descriptions of booked activities on social media sites

Community Coordinator (Trustee)

- Maintain active links with user groups
- Liaise with community business and community groups in relation to VH activities
- Take lead on communication with media for marketing and advertising information
- Provide oversight of social media in relation to Village Hall
- Report to Committee on feedback from events and community involvement.
- Monitor user group involvement against performance indicators and provides periodic reports to Committee.

Building Coordinator (Trustee)

- Ensure compliance with building regulations
- Manage any maintenance contracts
- Overall responsibility for site health and safety
- Overall responsibility for site security including ensuring all keys are accounted for

Social Events Coordinator

- Develop ideas for community events in relation to Village Hall as a venue
- Take lead in developing and managing community events within the Village Hall.

Web Master

- Overall responsibility for functionality of website and hall master