

# Polruan Village Hall Job Descriptions

## **Role of PVH Chairperson**

The Chairperson shall confirm meeting Agendas with the Halls Secretary.

The Chairperson shall chair meetings including signing-off of the approved minutes of the previous meeting.

The Chairperson shall co-sign approval of invoices.

The Chairperson shall when necessary, present the Committees views to other Agencies, Groups or Committees.

The Chairperson shall ensure that all members of the Committee are included in decisions made in the name of the Committee.

## **Role of PVH Deputy Chair**

To deputise for the chair as and when needed.

## **Role of PVH Facilities Administrator – *New Position***

The Facilities Administrator is responsible for managing and overseeing the day-to-day operation of the Village Hall's facilities.

The Facilities Administrator shall head up a group of helpers to maintain the Hall

The Facilities Administrator shall draw up scope of works for Contractors to tender on

The Facilities Administrator shall liaise with Contractors in obtaining quotes

The Facilities Administrator shall present quotes to the Committee to gain agreement before orders are placed and place orders in writing.

The Facilities Administrator shall monitor Contractor's performance and approve invoices.

The Facilities Administrator shall manage identified repairs, preventative maintenance and refurbishment Projects to ensure that they are carried out in a timely manner.

The Facilities Administrator shall provide details of identified issues and make recommendations to the Village Hall Committee for associated necessary recovery Work Packages and will assist the Treasurer in completing Grant Applications to cover the cost of the identified Work Packages.

The Facilities Administrator will be the point of contact for deliveries to the Hall.

## **Role of PVH Secretary**

**Manage correspondence** – Correspondence should be logged and taken to meetings for discussion. The secretary then prepares and sends out responses agreed by the Committee. All correspondence must be filed and stored.

**Keep a record of all meetings** — with Agenda, Minutes and any papers distributed, filed and stored.

**Make arrangements for meetings** — book the venue (always the Hall), prepare the agenda in conjunction with the Chair/Treasurer and send out before the meeting. Ensure all Committee members are given advance notice of the date, time and venue for meetings and are in receipt of a copy of the Minutes of the previous meeting.

**Minute meetings** — and distribute to all Committee members.

**Make arrangements for the Annual General Meeting** and any Emergency General Meetings called. (Two weeks' notice of these is required for the general public).

**File the agreed Annual Accounts with the Clerk to the Parish Council.**

**Up-date policy and safety documents** — as agreed by the Committee. This is normally done in January along with updating the Standard Terms and Conditions of Hire for Hall Users.

**It's useful to:**

- be organised,
- have access to a computer,
- have some experience of administrative work,
- be happy to be accessible to committee members as a point of contact,
- be able to keep everyone to task.

## **Role of PVH Bookings Clerk**

To respond to booking requests, these may be:

- via Hall website bookings enquiry;
- email enquiry;
- telephone enquiry;
- verbal enquiry.

To keep a record of all bookings and to inform the Caretaker and Committee Officers of same.

To show prospective clients the hall [this is mainly for wedding bookings and may need several visits by the couple and various relations].

To supply a “lending key” to individual bookings.

To keep a record of keys held by regular users.

To liaise with users when there could be a clash. Examples include:

- Regular users not being able to use the Hall during PTC “Pantomime Week”;
- Film Club needing to change to a different Saturday because of a wedding reception booking or similar;
- PTC not being able to rehearse on an occasional Tuesday because of Parish Council Booking;
- Checking timing when there is more than one booking in a day.

## **Role of PVH Treasurer**

The Treasurer shall ensure that all Members of the Committee are aware of the current financial position of the Charity by providing up -to-date written statements of accounts at Committee Meetings.

Will ensure that all Committee Members are aware of their financial responsibilities and comply with the finance procedures.

Will ensure that the Committee applies the available resources solely for the Charities purposes.

Arranges for the accounts to be independently audited annually.

Prepares and provides presentation of the Charities Annual Accounts, certified by an external Auditor, at the Annual General Meeting.

Following approval of the Annual Accounts at the AGM, will report and update the Charities Accounts on the Charity Commission website.

Prepares in advance an annual budget and monitors it regularly.

Following agreement from the Committee invests 'free capital' in long term savings accounts.

Issues invoices and receipts on behalf of the Village Hall and ensures that all payments are made promptly.

Ensures that the Charities financial records are maintained accurately and updated on a timely basis.

Ensures payment for work carried out for the Hall is made, following approval for payment by the Chair.

Maintains payroll and expenses details.

Ensures that the Bank Account has a minimum of two signatories.

Ensures relevant Licensing is maintained and paid for.

Following checking for correctness of cover provided, ensures payment of the Annual Insurance for the Hall.

When necessary updates the Hall's Charity Commission website to identify current 'Trustees.' The word 'Trustees' is recognised by the Charity Commission to cover both Trustees and Board / Committee Members.