

THACS

TEWIN HORTICULTURAL ARTS & CRAFTS SOCIETY

Roles and responsibilities for the *THACS* committee

This document specifies the roles and responsibilities of the *THACS* committee. It starts with the four elected officers (section 1) and then the remaining committee roles are specified, in alphabetical order (section 2). The allocation of the roles to their owners is specified in the matrix in section 3.

1. Roles & Responsibilities of Elected Officers

A) Shared responsibilities: There are four elected officers:- Chairman, Vice-Chairman, Secretary and Treasurer. All four elected officers have the following responsibilities in common.

A1) Framework

- Ensure that all *THACS* activities support the aims of the society, as recorded in the constitution (“...*to promote the good cultivation of gardens and allotments, to foster interest in garden design and plants and to encourage village arts and crafts.*”).
- Uphold the constitution and rules of the society, complying with the official policies (as listed in appendix A).
- Work with all committee members in the best interests of the society.
- Preserve and protect the reputation of *THACS*.

A2) Financial

- Careful use of the society’s funds, preserving financial viability.
- For individual items of expenditure exceeding £100, to act as co-signatory of *THACS* cheques and to approve payments by bank transfer in association with the Treasurer or Acting Treasurer.

A3) Continuous existence

Ensure the continuous existence of *THACS* as a viable and active organisation by

- Succession planning for elected officers, so that suitable replacements are willing and available to take over when any elected officer retires.
- Generating sufficient interest in *THACS* to maintain a committee with sufficient ability and enthusiasm to successfully undertake all of the required tasks.

B) Chairman: In addition to the shared responsibilities specified above, the Chairman has the following addition responsibilities.

B1) Leadership and management of the committee

- Chair committee meetings.
- Ensure that committee members have clearly-defined roles and responsibilities.
- Assist with the activities of the rest of the committee and provide guidance and direction as necessary.
- Temporarily step into any committee role or organise somebody to do so whenever necessary (such as when the committee member is ill or on holiday).
- Ensure that the responsibilities of out-going committee members are re-assigned in a way that preserves the continuity of our service to our members.
- Help new committee members to understand the way the committee works and to identify and understand their role and responsibilities.

B2) Annual General Meeting

- Chair the meeting.
- Deliver the Chairman's annual report.
- Conduct the election of officers and other committee members.

B3) Miscellaneous

- Present prizes at the Spring and Autumn Shows or arrange for appropriate guest presenters.

C) Vice Chairman: In addition to the shared responsibilities specified above, the Vice Chairman has the following addition responsibilities.

C1) Deputising for the Chairman

- Support the Chairman and stand-in when the Chairman is unable to attend any committee meeting, having liaised with the Chairman as to how the meeting should be run and confirmed the agenda.

C2) THACS events

- Welcome any speaker at *THACS* events, introduce them to the society and guests and thank the speaker at the end of the talk.
- Give any relevant notices out at meetings.

D) Secretary: In addition to the shared responsibilities specified above, the Secretary has the following addition responsibilities.

D1) Annual General Meeting

- Manage the logistics of the AGM preparation: -
 - a) Booking the venue (usually Tewin Memorial Hall)
 - b) Arranging for the setting up of the venue before the meeting and clearing away afterwards.
 - c) Ensuring that suitable arrangements are made to provide refreshments.
- Compile the documents for the *THACS* AGM. These are: -
 - a) Notices of the AGM, including agenda
 - b) Receipts & Payments schedule
 - c) Signed Statement of Funds
 - d) Analysis of Accumulated Funds.

[Note that items b), c) and d) should be provided to the Secretary by the Treasurer]

- Record the names of all attendees.
- Take minutes of AGM, forward draft to Chairman and distribute to Committee members when approved.

D2) Miscellaneous

- Prepare Agenda for committee meetings.
- Take minutes of committee meetings, forward draft to Chairman and distribute to Committee when approved.
- Maintain a holiday register, showing every planned occasion when any committee member will be away for a week or more.

E) Treasurer: In addition to the shared responsibilities specified above, the Treasurer has the following addition responsibilities.

E1) Manage and monitor the Society's accumulated funds

(*THACS* accounts consist of a bank account and a petty cash account, the total of which is known as the *accumulated funds*.)

- Receive and secure all income:- take receipt of all income (cheques or cash), log it and bank it. (Periodically, cash is held back from banking to enhance the petty cash account.)
- Deal with expense claims:- verify expense, claim voucher to be signed and dated by the person claiming, and countersigned by the Treasurer. Expenses reimbursed by bank transfer, cash or cheque.
- Payment of invoices:- for example, hiring of the hall, printing costs, insurance cover. Amounts verified correct and payment settled in the required period of time. (Income and expenditure items are accompanied by a supporting voucher, and allocated an individual reference number.)

- For payments exceeding £100 ensure that (i) cheques are signed by at least two approved signatories, (ii) payments in cash or by bank transfer are approved in writing (including email) by at least two approved signatories, or that the expenditure has been agreed by the committee and is minuted accordingly.
- Produce and present Treasurer's report for Committee Meetings:- to report income and expenditure of current projects, and all other current financial information.
- Bank statements:- reconciled to computerised spreadsheet balance. Ensure Society has a supply of blank cheques and paying in slips.
- Manage the petty cash account:- reconciled to the computerised spreadsheet balance.
- Cash floats:- provided whenever necessary at Shows and other events, and afterwards accept responsibility for collecting the proceeds.

E2) Ensure the continuing financial viability of the society

- Check the financial viability of proposed activities and major purchases before any financial commitments are made.
- Work together with other committee members when they are organising events to ensure that all costs are identified and recorded and that suitable prices are set.
- Provide advice and recommendations to the Committee when dealing with revenue generation issues, such as membership fees and advertising.
- Provide advice and recommendations to the Committee on all relevant financial matters.

E3) Annually

- Finalise accounts for end of financial year and produce:-
 - 1) Receipts and Payments schedule, showing current year, compared with previous year. (Manual worksheets are required for scrutiny by the Auditor)
 - 2) Analysis of Accumulated Funds, detailing income and expenditure for the individual projects, plus cash and income surpluses or deficits in the current year.
 - 3) Statement of Funds represented by the accumulated funds at the end of financial year, which agrees to the combined total of the bank account and petty cash account.
 - 4) Treasurer's Report for the AGM, detailing how the finances have been used during the year and the financial state of the Society at the end of the financial year.
- Get the annual accounts audited and approved:-
 - 1) Make contact with the Auditor.

- 2) Provide the Auditor with all relevant documents (all income and expenditure vouchers, used cheque book stubs, paying in books, bank statements, petty cash box, copies of the income account, expenditure account, receipts and payments schedule, analysis of accumulated funds, statement of funds, and treasurer's report).
 - 3) Answer queries, accept criticism, discuss and implement any changes that the Auditor may suggest, so that the Accounts are signed as correct.
- Present the Treasurer's Report at the AGM, detailing how the finances have been used during the year and the financial state of the Society at the end of the financial year.
 - Arrange for the Bank Mandate to be updated for the signing of cheques to agree with the election of new officers.

2. Roles & Responsibilities of Committee Members

1) Catering Organiser: Responsible for catering at all events where needed, and for providing crockery, cutlery, tablecloths, napkins and any food and drink supplies. Responsible for contacting helpers, compiling a rota of helpers, confirming with them in advance and thanking them after the event.

2) Communications Organiser: Responsible for:-

- Collating and editing reports on planned / previous events and for getting the documents ready for timely distribution.
- emailing documents to those members who have expressed their preference for this media.
- Supplying the Tewin Magazine Editor (Jackie Murphy) with text on a monthly basis for the *THACS* item in the Tewin Magazine (email to tewinmagazine@gmail.com).
- Supplying the Website Co-ordinator with timely updates for the *THACS* page on the Tewin village website.

3) Membership Administrator: Responsible for:-

- Collecting subscriptions either by standing order or cheque / cash from membership.
- Maintaining the record of members, with their addresses (including postcodes), email addresses (when provided) and telephone numbers.
- Sending reminders to late subscribers.
- Providing membership application forms wherever appropriate.
- Providing new members with a welcome pack.

4) Open Gardens Organiser: Responsible for organising Tewin Open Gardens (usually bi-annually). This involves:-

- Recruiting garden owners willing to open.
- Encouraging some of the open gardens to provide refreshments and some to have plant sales.
- Producing appropriate description before the event and providing it to the Communications Organiser.
- Producing posters and programmes (in association with the Publicity Co-ordinator).
- Liaising with Open Gardeners before the event to ensure that they know what is expected and are prepared.
- Seeking feedback from Open Gardeners shortly after the event.
- Arranging appropriate thanks to the Open Gardeners for participating.
- Producing a report promptly after the Open Gardens event and submitting it to the Communications Organiser.

5) Publicity Organiser: Responsible for poster and board design, printing, displaying in strategic places in and around the village, and taking down immediately after the event.

6) Roll of Honour Book-keeper: Responsible for recording and illustrating each show with a list of trophies and winners' names, keeping the book in good condition and ensuring that it is available for display as required (such as at the Spring and Autumn shows).

7) Schools Liaison Co-ordinator: Responsible for encouraging and facilitating the involvement of children in *THACS*-related activities. This involves:-

- representing *THACS* in all aspects of its dealings with Tewin Cowper School and other local childrens groups
- liaising with the staff, helpers and children at Tewin Cowper School, Tewin Under-Fives Pre-school and the Tewin Parent and Toddler group.

8) Show Secretary: Responsible for organising and running the Spring and Autumn Shows. This includes:-

- Setting the dates for the shows and booking Tewin Memorial Hall.
- Ensuring that the shows are publicised.
- Preparing and publishing Show Schedules.
- Booking and liaising with judges.
- Contacting helpers, assigning their tasks, confirming with them in advance and thanking them after the event.

Further details can be found in the Show Guidance Notes and Checklist documents (which are kept and maintained by the Show Secretary).

9) Village Fete Co-ordinator: Responsible for organising the *THACS* plant stall at the annual village fete. This includes:-

- Producing appropriate description (including a request for plant donations) before the event and providing it to the Communications Organiser.
- Organising our use of suitable tables and gazebo
- Arranging for the production of suitable posters and labels for use at the stall
- Arranging for the construction and dismantling of the stall
- Arranging the roster of people to man the stall (labelling, pricing and selling plants)
- Obtaining a float of change from the Treasurer
- Collecting all resulting funds and giving them to the Treasurer, together with a summary financial report
- Arranging for the storage or disposal of left-over plants.
- Producing reports of the events shortly after them and submitting the reports to the Communications Organiser.

10) Website Co-ordinator: Responsible for:-

- Keeping events updated on the *THACS* pages on Tewin village website (www.tewinvillage.co.uk/clubs/thacsnew/) with data and relevant photographs.
- Supplying the Tewin Village website committee with appropriate features on the Tewin Welcome Page.
- Attending Tewin Village website meetings on behalf of *THACS*.

3. Allocation of Roles

Roles	MA	TB	LB	AG	JH	RK	TL	NW*					KEY
Chairman						x							Initials Name
Vice-Chairman					x								MA Malcolm Allen
Secretary							x						TB Terry Brand
Treasurer	x												LB Lynne Burgess
Catering Organiser			x										AG Alice Greenwood
Assistant Catering				x									JH Jim Hall
Communications Organiser						x							RK Ray Keppler
Membership Administrator	x												TL Tina Lord
Open Gardens Organiser					x								
Assistant Open Gardens				x									
Publicity Organiser		x											
Roll of Honour Book-keeper		x											
Schools Liaison Co-ordinator			x									NW	Nick Whiting*
Show Secretary						x							
Assistant Show Secretary					x								
Village Fete Co-ordinator								x					
Website Co-ordinator	x												

* Nick Whiting is not on the committee but has retained responsibility for the indicated roles.

Appendix A Constitution, rules and policies

THACS Constitution and Rules (version 6, 22/01/2019)

Data Protection Policy (version 1, 01/08/2018)

Risk Management Policy (under development).