

Allotment Committee Responsibilities

Committee Member

- To attend committee meetings on the last Sunday of the month (excluding December) and take part in discussions and decisions at these meetings.
- To read minutes of meetings and other relevant paperwork so that they can contribute to discussions and decisions.
- To help organise and take part in specific tasks (e.g. the AGM, plot inspections and work parties).
- To be a point of contact for plotters while on site.
- To take on other tasks that they volunteer for (especially those where they have a particular interest, knowledge, and/or skill).

In addition to the above responsibilities, office bearers have additional duties.

President/Chair

- To chair committee meetings and the AGM.
- To work with the secretary to ensure all relevant paperwork and other information is available for meetings so that members can take informed decisions.
- To act as spokesperson/named contact/external liaison (e.g. on funding bids, discussions with the University).
- To take a casting vote where the committee is evenly split on a decision.

Vice President/Chair

- To share the workload noted for the chair and/or deputise in their absence.

Secretary

- To ensure appropriate information and paperwork is collated for committee meetings and the AGM.
- To minute committee meetings and the AGM.
- To maintain the administrative records of the association (e.g. internal and external waiting lists, new member applications, lease agreements, plot inspections, evictions, etc).
- To be the first point of contact for the organisation and check the email account.

Treasurer

- To oversee all income (rent, grants) and expenditure (water rates, skips, etc) and ensure that accurate and up-to-date financial records are maintained.
- To provide ongoing, accurate financial records to the committee throughout the year and annual financial statements to the AGM.
- To liaise with the bank in all matters relating to the accounts of the association.