

FSW Committee Roles & Responsibilities

Committee Meetings - Activities	Person responsible	Role
Issue notices of meetings, circulate Minutes and Agenda	Heather Govier	Chairperson
Draft minutes of Meetings for Chairperson's approval	Linda Morris	Secretary
Agree dates of meetings with Committee and arrange booking and payment with Forum	Sandra Crapper	Treasurer
Membership Activities	Person responsible	Role
Records: a) Compile / update /distribute (to Committee –highlight changes) b) Provide analysis as requested by committee members	Sandra Crapper	Treasurer
Financial Activities	Person responsible	Role
Records: a) Obtain and <u>carefully</u> check monthly bank statement b) Reconcile accounts monthly c) Provide report of financial situation for committee meetings d) Prepare end of year financial report and balance sheets e) Keep up-to-date accounts Income: f) Ensure banking is carried out on regular basis g) Deal with finance issues at Open Day - providing float and cashing up Expenditure: h) Pay invoices Claims: i) Submit Gift Aid Claim j) Seek suitable grant agencies and submit applications	Sandra Crapper	Treasurer
Publicity - Activities	Person responsible	Role
Compile Newsletter and items for Selsdon Gazette, Forestdale news etc.	Heather Govier	Chairperson
Design publicity materials including: info leaflets, posters, membership forms, etc.	David Malins	Publicity Services Officer
Post information items to non-email members	Linda Lee	Member
Health & Safety	Person responsible	Role
Records: a) Risk Assessment forms b) Maintain First Aid kit c) Advise Committee on suitable H&S equipment d) Administer first Aid	Neale Fox	Health & Safety Officer
	Linda Morris	Trained First Aider
Project - Activities	Person responsible	Role
Managing Projects from inception to completion	David Malins	Project Officer

Web Site Development – Activities		Person responsible		Role
Maintain and Design public areas		Heather Govier		Chairperson
Maintain and Design Management area		Heather Govier		Chairperson
Events - Activities		Person responsible		Role
Work Days: a) Agree proposed Work Days with Committee b) Prepare Risk Assessment form and file in on-site folder c) Maintain work list and take / record follow up action d) Compile and issue work day programme e) Publicity (Email members)		Ted Forsyth		Vice Chair
Open Day: a) Agree proposed date with Committee b) Preparing H & S Application to council c) Inviting / maintaining contact with stall holders d) Preparing stall lay-out e) Managing FSW stall (layout, help rota, prizes, games, posters, transport of items etc) f) Liaise with Publicity Officer g) Refreshments h) Site security i) Car Park arrangements j) Arrange for prizes for Photo Competition		Linda Morris Lead Person with assistance from Committee Members, general membership, and local groups		Committee Members
Various Walks: during the Year: a) Agree proposed date and Programme with Committee, Council, and local groups b) Prepare Risk Assessment sheet c) Identify and contact leaders d) Liaise with Publicity Officer		Heather Govier Lead Person with assistance from Committee members		Chairperson and Committee Members
Photo Competition: a) Liaise with Publicity Officer b) Upload photos to web site c) Design a stand for voting by visitors to Open Day		Heather Govier		Chairperson
Liaise with External Groups		Person responsible		Role
With Council on policy and environmental issues		Heather Govier Lead Person in consultation with David Malins and Ted Forsyth		Chairperson and Committee Members
With Council on hardworks issues		David Malins		Project Officer
With ACCS and local environmental groups		Ted Forsyth		Vice Chairperson