

Elmsett & Aldham Village Hall and Recreation Ground Charity

May is the month of our **Annual General Meeting** and we want to see you there!

Monday 13th May 19:30 in the Village Hall.

At the AGM the Committee needs to be elected and we **URGENTLY** need more people to join us. The committee needs to have the following positions:

- Chair
- Secretary
- Treasurer
- Bookings Manager
- Property Maintenance Manager
- Projects Lead
- Social Events Lead
- General Committee members

Chair - we need a leader to co-ordinate the work and activities that go into keeping the hall running. The Chair looks after the main email address and co-ordinates what the committee does and the direction we go in.

Secretary - keeps our meeting minutes, arranges the committee meetings and deals with the formal stuff like the keeping the Charity Commission information up to date. The secretary also writes the monthly article for the Village Newsletter.

Treasurer: runs the finances for the Chairty – invoicing the users of the hall and paying the bills; keeps the accounts and reports back to the committee on how the Charity is doing financially

Bookings Manager – coordinates the bookings for the hall, managing the bookings email and calendar; this position requires you to be able to check and reply to the bookings email address regularly and to liaise with the treasurer about the rates to charge. You will also be answering questions from the hirers.

Property Maintenance Manager – is responsible for co-ordinating the maintenance and repairs required to keep the grounds and buildings in a good condition. You will arrange work that is needed - it is not necessary to do everything yourself (although we like it when we can do jobs ourselves).

Projects Lead: it would be great to have someone who could take on the various projects and push them through. The committee keeps a list of projects that we want to deliver over time and we need someone to spearhead this. Examples include improving the acoustics within the hall; refurbishing the toilet facilities; refreshing the bar area.

Social Events Lead: it would be fantastic to establish this position to try to get a regular series of events organised to bring the village together on a social basis.

General Committee members: we need to have people who want to help out but don't necessarily want to be formally responsible for a specific area or commit to giving regularly of their time. General Committee members are vital to support the rest of the committee to achieve the tasks that need to be done to keep the village hall and the playing fields running for the benefit of the whole community.

Since January we have been running at reduced capacity with Fiona taking on the role of Acting Chair and covering the Bookings in addition to being the Treasurer. This workload is not sustainable in the long term and to have a strong and vibrant village hall that can be at the centre of the community we need to have people willing to join the committee. We are a friendly bunch and our meetings are quite informal and not that frequent as we do what we can via email in between meetings.

We also need Trustees – our constitution is vague on the number of trustees required, we would like to have 4 Trustees. To be a trustee you do not need to be an active member of the general committee, instead the trustees are in place to hold the management committee to account. They need to meet formally only twice a year – one meeting of which is the AGM. In recent years, the Trustees have also been the main committee members but it would be even better if we could have some independent trustees. The Charity Commission has lots of information about how to be a good trustee and the committee will support you in getting familiar with how we operate and what you need to do.

There has been a real sense of community spirit in the village recently, especially with the Community Shop idea – please help the community to continue to thrive by getting involved and joining us. For further information please feel free to email elmsettvilleagehall@gmail.com or call Fiona on 0772 5502272

Thank you for reading this far

Fiona Watt

On behalf of the Management Committee,

Elmsett & Aldham Village Hall and Recreation Ground Charity