



## **THE HERNE HILL SOCIETY OFFICERS' JOB DESCRIPTIONS**

### **GENERAL DUTIES OF A COMMITTEE MEMBER**

To become familiar with and act in accordance with the Society's Constitution.

To become familiar with the history of the Society and Herne Hill, as set out in its publications and website.

To attend each monthly Committee meeting, giving good notice when absence is unavoidable.

To take an active role at Committee meetings, contributing ideas, commenting on the ideas of others where appropriate, and taking a positive and constructive attitude.

To behave in a courteous manner both in Committee meetings and elsewhere while representing the Society.

To declare any conflicts of interest that may arise.

To help at public meetings of the Society with such tasks as: setting up the room, front-of-house management, preparing and serving refreshments, and selling raffle tickets and publications.

To help set up, staff and take down the Society's stall at events.

To attend external meetings (such as Dulwich Community Council, Safer Neighbourhood groups etc.); to take brief notes if required, and report back to the Committee.

To contribute to the content of the Society's magazine and to help distribute it

Other related duties as may arise.

### **JOB DESCRIPTION FOR CHAIR**

#### **Overall purpose:**

To ensure that the Society's has the appropriate resources and forward strategy to remain successful and relevant, in accordance with the objectives stated in its Constitution.

#### **Duties:**

To preside over Committee and General Meetings.

Meetings should be conducted so that -

- The agenda is adhered to
- Each item is given sufficient time according to agreed priority
- Everyone who wishes to speak has a chance, to do so
- Order is maintained

To be a key spokesperson and public face for the Society, and main contact for outside organisations and authorities.

To represent the Society on bodies to which we are affiliated, or ensure another Committee member or Committee-appointed member does so.

To ensure that all activities organised or undertaken by the Society are in accordance with the aims and objectives of its Constitution and as agreed by members at General Meetings.

To ensure that all communications issued by the Society are appropriate, relevant and accurate.

To keep the Committee informed of developments of interest.

## **JOB DESCRIPTION FOR VICE-CHAIR**

### **Overall purpose:**

To deputise for the Chair in the case of the latter's unavailability.

### **Duties:**

To advise the Chair where necessary.

To lead the Society's Planning Group by checking the weekly planning lists for Lambeth and Southwark Councils; circulating to the Committee details of any applications considered worthy of comment; and drafting any submissions in the light of the Group's responses.

To lead the work of the editorial team responsible for producing the Society's magazine.

As a member of the Society's Local History group, to contribute regular articles on local history to the Society's magazine, websites and the press.

To represent the Society on the Brockwell Park Clocktower Project Group, and Brockwell Hall Restoration Steering Group.

To be responsible for the Society's street tree planting initiatives.

## **JOB DESCRIPTION FOR SECRETARY**

### **Overall purpose:**

With the Chair, to ensure that the Society's business is conducted in accordance with the Constitution.

### **Duties:**

To prepare and circulate agendas for monthly committee meetings and the Annual General Meeting.

To maintain files of agendas, papers and minutes of Committee meetings, and correspondence and selected other material

To receive and circulate information from the Charity Commission; to ensure that the Commission receives information required from the Society.

To arrange for speakers at monthly public meetings [September to June], and to ensure that the necessary audio-visual and other support requirements are in place; to introduce speakers; to organise alternative activities.

To organise, prepare and circulate rotas for attendance at the Society's stall at events.

To receive nominations for election to the Committee.

To receive newsletters from other societies and circulate as required.

To arrange and book meeting venues (eg, HH United Church Hall).

## **JOB DESCRIPTION FOR TREASURER**

### **Overall purpose:**

To ensure the proper and accurate control of the Society's funds.

### **Duties:**

To process, record, monitor and manage all income and expenditure of the Herne Hill Society.

To maintain a continuous record of the Society's income and expenditure.

To manage the Society's bank and PayPal Accounts.

To produce before each monthly Committee meeting a summary statement of income, expenditure and funds held.

To ensure that cash floats are available for Society events.

To prepare a balance sheet and draft income and expenditure account for external examination at the end of each financial year.

To present the annual accounts at the AGM.

To purchase raffle prizes for monthly public meetings.