



WEMBURY ALLOTMENT ASSOCIATION

Affiliated to NSALG

Version 5 291123

Job description bullet points for various roles in the Wembury Allotment Wembury Allotment Association, including Chair, Secretary, Treasurer, Plot Steward, and Water Steward. Additionally, for consideration are some other potential roles that we might assign to volunteers on or off the committee if we have people with experience/expertise in these areas.

Chair:

- Provide leadership and direction to the Wembury Allotment Association.
- Chair committee meetings, AGMs and EGMs and ensure they run efficiently.
- Represent the Wembury Allotment Association in external communications and events.
- Act as a liaison between the Wembury Allotment Association and external organizations.
- Collaborate with other committee members to make decisions.
- Foster a positive and inclusive allotment community.
- Oversee the Wembury Allotment Association's long-term strategic planning.
- Counter-signatory on WAA bank account

Secretary:

- Maintain accurate records of meetings, including minutes.
- Handle correspondence and communications on behalf of the Wembury Allotment Association.
- Manage Wembury Allotment Association membership records and updates.
- Schedule and organize committee meetings AGMs and EGMs.
- Assist in drafting and distributing newsletters or notices.
- Keep track of important dates, such as renewals and plot allocations.
- Counter-signatory on WAA bank account
- Principal point of contact for NSALG and RHS
- Maintain the website/handbook if the committee choose to use one.



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Treasurer:

- Manage the Wembury Allotment Association's financial accounts and records.
- Create and maintain any required budgets for the Wembury Allotment Association and for any special projects.
- Collect and record membership fees and plot rent payments.
- Pay bills and expenses related to the Wembury Allotment Association.
- Provide regular financial reports to the committee and members.
- Ensure compliance with financial regulations and reporting requirements.
- Arrange for the annual "audit" or inspection of the Wembury Allotment Association accounts.

Plot Steward:

- Inspect and allocate plots to members.
- Meet with potential new tenants on site.
- Maintain the "waiting list" and the records of current plot assignments on a site plan.
- Assist in resolving disputes or issues among and between plot holders.
- Encourage adherence to and understanding of allotment rules and guidelines.
- Organize and lead plot inspections for compliance.
- Promote sustainable gardening practices among members.

Water Steward:

- Manage the allotment's water supply and irrigation system.
- Monitor water usage and seek to ensure fair distribution.
- Oversee the maintenance of water infrastructure.
- Address and report any water-related issues promptly.
- Coordinate with the committee on water-related matters and decisions.

Committee Member:

- Attend regular committee meetings and contribute to discussions.
- Follow meeting etiquette and stay on topic.
- Be prepared for committee meetings by reading any papers beforehand.



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Maintain confidentiality.

Assist with various tasks and projects related to Wembury Allotment Association's goals.

Support the roles of the Chair, Secretary, Treasurer, Plot Steward, and Water Steward.

Represent the interests and concerns of allotment members.

Participate in decision-making processes and provide input.

Help organize and promote community events and activities.

Other Possible Roles:

Events Coordinator: Organize community events, workshops, and social activities.

Maintenance Crew: A team responsible for the general upkeep and repair (including any cameras) of common areas and facilities. Working to the Plot Steward

Garden Advisor: Provide gardening advice and guidance to members.

Communications Officer: Manage the Wembury Allotment Association's website, social media, and email communications.

Sustainability Coordinator: Promote environmentally friendly practices and initiatives.

Fundraising Coordinator: Plan and execute fundraising efforts to support the Wembury Allotment Association's projects. Support for the Treasurer?