Chelmarsh Parish Hall Management Committee

Chairman's Role

Overview

The Chairman provides a focal point for all members of the Management Committee ensuring the smooth day to day running of the Hall.

Responsibilities

- To coordinate all aspects of the day to day running of the hall
- To receive and respond to inquiries regarding hall usage
- To attend and chair Committee meetings and prepare reports for the Committee.
- To attend Parish Council AGM on behalf of Management Committee
- To liaise with Treasurer and provide support as required
- To act as a second signatory countersigning all payments
- To support Treasurer in ensuring that all funds are used appropriately
- To liaise with tradesmen as required
- To deal with any daily tasks as they arise

Personal characteristics and abilities required

- Reliable and organised.
- Able to use online banking.

Level of commitment required

The amount of time needed to fulfil the role varies from week to week.
However, on average, the Chairman could expect to spend around 6-8 hours per month on the role, depending on which tasks can be delegated.

NB: Historically, the Chairman has taken an active role in the running of the day to day activities. However, it is possible to delegate many of the tasks which would make the role less onerous, depending on how many people are willing to help.