

Crackington Village Shop Ltd (A Community Benefit Society)

Management Committee Roles & Objectives

Chair

To chair the Management Committee, in their collective duty of ensuring the financial viability of Crackington Village Shop alongside the fulfillment of it's obligations, as a Community Benefit Society; engaging and supporting the local community.

Vice Chair

To work closely with & support the Chair, to oversee the Management Committee, in their collective duty of ensuring the financial viability of Crackington Village Shop alongside the fulfillment of it's obligations, as a Community Benefit Society; engaging and supporting the local community.

Secretary *(Supported by established, separate, Minutes Secretary)*

The effective organisation of paperwork & co-ordination of processes to ensure the shop business runs smoothly, fulfills it's operational obligations & legal regulations are met on schedule.

Treasurer

Effective management of processes ensuring; liquidity of the shop business, that spend meets objectives on budget & systems are in place to meet all financial obligations e.g. tax, payments, reports, regulations etc.

Communications Officer

Effective management of communications to members, staff, volunteers & customers, ensuring the marketing & promotion of a consistent tone & image of the shop as a community business.

HR Officer

Effective management of Human Resources obligations, for legal commitments, procedures & welfare of staff, both paid & voluntary.

Community Engagement Officer

Responsible for co-ordinating activities to engage and support the community, maintaining interest and involvement with the shop as a community benefit society - members, volunteers, community.

Our Collective Commitment
<p><i>As members of the Management Committee we each make the following commitment</i></p> <ul style="list-style-type: none">● <i>To fulfill the tasks assigned to the role, co-ordinating/delegating/undertaking tasks as appropriate</i>● <i>Attend a monthly committee meeting (estimated duration 2hrs - inc financial report each quarter)</i>● <i>Attend and present, if relevant, at the yearly Annual Members Meeting (AMM)</i>

If you would like to volunteer, or simply know more about, any of the above roles, please contact us by emailing roles@crackingtonvillageshop.co.uk