

## **Chilmark Reading Room Managing Committee and Responsibilities**

Chairman: Alison Whipp-Long

Treasurer: Richard Mann

Secretary: Jenny Gavin

### **Other committee members**

Henrietta Cockrell, Dathan Trent, Becky Lee, Janie Whipp

### **General responsibilities of all CRR Committee members:**

Make sure the RR is running well and is doing what it was set up to do. This includes ensuring it:

1. Has the money it needs
2. Spends its money sensibly, on the activities it was raised for
3. Follows the law, including preparing reports and accounts to send to the Charity Commission
4. Doesn't break the rules of its governing document

NB: Designated RR Officers (as in roles detailed below for Chair, Treasurer and Secretary) **don't** have any extra powers or responsibilities than other trustees. All committee members are **equally responsible** for finances, for example. Decisions reached at committee meetings are collective decisions and the decision is binding upon all committee members.

### **Role of RR Chair:**

1. Help plan committee meetings
2. May represent charity at events
3. The Chair usually checks that the secretary has sent out the notice, an agenda and supporting papers in good time
4. The Chair should manage and offer all those attending an equal opportunity to speak and to vote on each item
5. The Chair has a casting vote if required

### **Role of RR Treasurer:**

1. Make sure the charity is keeping the proper accounts
2. Take the lead on making policies for finances and investments – which are then discussed and approved at committee
3. Help to set the budget for the year – again for approval by committee

### **Role of RR Secretary:**

1. Call, administer and minute the committee meetings and AGM
2. Prepare and send out agendas, and any other paperwork in good time, in consultation with chair (point 3). Receive agenda items from other committee members
3. Ensure Chair signs minutes once approved
4. Check that committee members and staff have carried out action(s) agreed
5. Ensure records of committee membership are kept up to date
6. Hold the Reading Room diary, and take Reading Room bookings, liaise with Chair, Treasurer and rest of committee as necessary
7. Complete and submit charity commissions annual return

**November 2024**