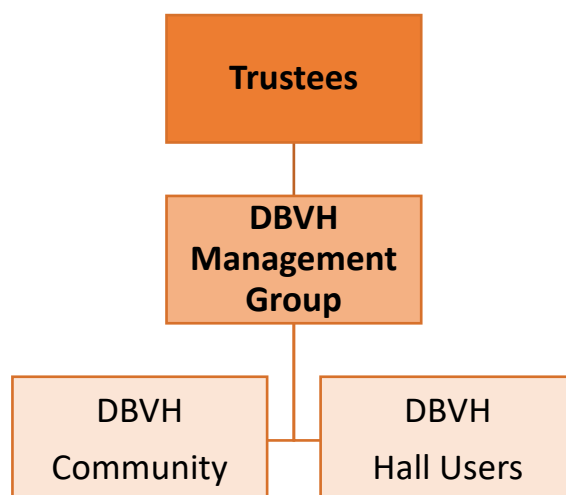


MANAGEMENT STRUCTURE AND RESPONSIBILITIES DRAKES BROUGHTON VILLAGE HALL



Trustees: As laid out in the DBVH Trust document.

DBVH Management Group

The DBVH Management Group takes on the legal and financial responsibility for all the activities of the organisation. They maintain an overview of policy and strategic direction and may also be involved in the day-to-day operations.

The role of the Management Committee can be subdivided into three areas:

1) Leadership:

- To be committed to the values of the charitable trust
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To keep informed of the activities of DBVH and the wider issues that affect its position and function within the local community.
- To take decisions on recommendations from all other sub-committees and notify them of the outcomes and subsequent required actions.
- To ensure the performance of the organisation is regularly monitored and evaluated.
- To set dates and agree agendas for the AGM and any other general meetings.

2) Accountability and Legal Responsibilities:

- To ensure DBVH complies with its governing document i.e. constitution.
- To ensure the organisation keeps to the law governing charities and adheres to all other appropriate legislation.
- To ensure the organisation makes efficient use of resources, that all monies are applied to its agreed plans and budgets.
- To ensure that risks to the DBVH, volunteers and service users are at an acceptable level and are effectively mitigated and managed.
- To be accountable to users, funders and other stakeholders.

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- To ensure the hall has effective health and safety policies and that they are regularly reviewed
- To ensure DBVH is properly insured and protected against all reasonable liabilities and these policies are reviewed regularly.

3) Financial Management:

- To ensure finances are responsibly managed and understand the financial position of DBVH.
- To ensure DBVH operates within its agreed accounting policies and business plan agreed at the AGM each year.
- To ensure adequate financial resources.
- To agree the annual report.
- To contribute to fundraising strategies.
- To ensure the hall is kept in good repair and the organisation's assets and resources are well-managed.
- To discuss and agree the lettings policy, including pricing.
- To discuss and agree grant applications.

Roles and Responsibilities

It is proposed that the Management Committee is made up of the following:

- Trustees
- Chairperson- a Trustee elected by the members of the Management Committee. Appointment is usually for a 4-year term.
- Treasurer
- Chair of DBVH Community
- Security/Facilities Lead
- Publicity/Social Media Lead
- Booking Secretary
- 1 further representative of the DBVH Community to be elected by the DBVH Community

DBVH Community

This group will consist of volunteer who are all keen to support the hall in some way.

Included in this group will be members who are:

- Part of the gate shutting team
- Volunteer in the café
- Organise community or fund-raising events
- Help at community or fundraising events
- Help with planned or ad hoc maintenance work at the hall

The group will be led the Chair of the Village Hall Community who will be a member of the DBVH Management Group. When people apply to join the Community, they will be asked

MANAGEMENT STRUCTURE AND RESPONSIBILITIES DRAKES BROUGHTON VILLAGE HALL

to indicate what support they want to provide. It is envisaged that the group will meet formally each quarter and will be kept informed in the interim with regular news letters.

The role of the group would be to:

- Run the community café
- Help organise and run fund-raising and social events for the benefit of the community and the benefit of the hall
- Take part in organised activities to help keep the hall in good repair

DBVH User Group

This group will consist of a representative from each group who regularly use DBVH.

The group will meet from time to time to:

- Discuss any concerns/issues arising from the use of the hall
- Make recommendations to the Management Group regarding further investment in facilities/equipment

It is anticipated that these meeting would be organised and chaired by members of DBVH Management Group

Structure Implementation Timescales:

- This structure is implemented fully from 1st September 2023
- Frequency of meetings being:
 - Trustees- once a quarter
 - Management Group - monthly
 - DBVH Community – Quarterly
 - DBVH User Group – 6 monthly
- Dates for meetings to be set and agreed at the start of each year starting with Trustees and other to follow sequentially.
- NB There is a need to review and update the constitution in order to allow these changes to be made. Work on this will start imminently and once agreed in principle they will need to be agreed with the lease holder.