

Saughton Mains Allotments Association - Terms of Reference

Draft at 11 October 2021

These descriptions are guidance for what our roles require – but we can be flexible. We need to appoint officers and ensure tasks are done, but we can divide them any way that is suitable for the people involved, and create volunteer roles to make the officer jobs lighter work.

Committee/*Officer roles:

*Chair - Call and chair meetings as required, taking into account the requirements in the constitution. Set meeting agendas, thinking ahead about what needs to be discussed. Ensure smooth and timely decision making by the committee including by email between meetings with volunteers covering the activities that need done. Prepare a brief written annual report and report verbally for the AGM. Average 1 hour a week.

*Treasurer - Take in receipts and issue cash, cheques, or set up BACS payments for legitimate expenses. Photograph receipts with personal information redacted and upload to archive for auditor. Bank excess cash. Prepare yearly accounts, get them audited, and report them at the AGM. Come to other meetings prepared to describe the current financial state less formally. Issue keys to the chalet and metal shipping container, entering who has keys and their id numbers in the key log. 3 hours a month if you include Committee work, with 4 hours required in the first two weeks of September.

*Secretary - Circulate the agendas and take minutes at meetings. Keep a (currently public) archive of past minutes and accounts, and an archive accessible to the other officers of any other association materials (signage, constitution, mower instructions, order forms, etc). Arrange production of any printed signage and materials required for meetings. Check post boxes on chalet for messages. Handle electronic communications with committee members and ploholders. 2 hours a week. See below for some comments about our current arrangements.

Auditor – Check the accounts, looking for any signs of malfeasance. 3 hours a year in early October.

FEDAGA Liaison/site representative (*2): attend FEDAGA meetings and report back to the Committee; discuss any issues they are thinking about with the Committee so we can give them the SMAA view. Also intended to be the main contact point with the Council. 3 hours a month.

Other Committee Member (*9) - attend 6-8 one hour meetings a year, discussing issues and making decisions between meetings by email. Be our eyes and ears on the ground and think creatively about how to solve problems, trying to take our ploholders' point of view. Carry a chalet key and be available to ploholders needing chalet access to pick up e.g. potatoes and onions. 1-2 hours a month.