



## COMMITTEE ROLES

The Committee is elected at the AGM each year, typically in September.

Certain committee members fulfil specific roles, and play a valuable part in keeping BOG's activities in good order. Other committee members simply offer their support at meetings, and when consulted.

### Committee roles currently are:

Chair

Treasurer and Membership Secretary

Minute Secretary

Communications Secretary

Events Co-ordinator

The following brief descriptions explain the part played by each committee role, and the capabilities that are desirable to fulfil the role.

<p><b>CHAIR</b></p> <p>Oversight and co-ordination of all BOG's activities, including chairing meetings</p> <ol style="list-style-type: none"> <li>1. Convening meetings through liaison with the minute secretary</li> <li>2. Chairing meetings and checking minutes and actions arising</li> <li>3. Handling general enquiries where they do not fall to any specific remit</li> <li>4. Being the 'public face' of BOG when needed</li> <li>5. Acting as final arbiter over plans, projects and activities at the garden</li> </ol> <p>This requires:</p> <p>A good working knowledge of everything that goes on at BOG</p> <p>A constructive attitude to keep the team and members engaged</p>
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#### TREASURER / MEMBERSHIP SECRETARY

Managing all membership and financial transactions and ensuring proper records are kept

1. Maintaining full financial records of BOG's income and expenditure
2. Managing the accounts with the bank, PayPal and Zettle contactless payments
3. Making payments as necessary for all BOG activities, including the Farmers' Market
4. Maintaining records of BOG's insurance policies, and advising the committee on insurance matters as necessary
5. Managing the membermojo website and ensuring it links to BOG's membership communications
6. Answering membership enquiries and managing new memberships and renewal payments

This requires:

Methodical approach to record-keeping

Adequate level of digital skills to manage online financial and membership records

#### EVENTS CO-ORDINATOR

Organising various events and activities for BOG members and members of the public i.e. Annual Wassail, Feasts, Bath in Bloom entry.

1. Liaison with committee on dates for various events
2. Liaison with external bodies and organisations
3. Liaison with Council officials if there is a need for formal consent
4. Risk assessment for events
5. Link with newsletter, social media and publicity officer and the Press where necessary

This requires:

Good communication skills in writing and in person

Good organisational skills

A creative and innovative approach

Attention to detail

#### COMMUNICATIONS SECRETARY

Raising BOG's profile and encouraging engagement through communications to members and the public.

1. Creating and distributing email newsletter to members
2. Posting Tweets from BOG's Twitter account
3. Maintaining and updating BOG's wordpress website

This requires:

High standard of grammar, spelling and language ability

Digital literacy: must be able to use Twitter and Mailchimp software  
Good interpersonal communication with members of the group in order to find out worthwhile items for sharing

#### MINUTE SECRETARY

Managing BOG's meetings programme and maintaining records

1. Liaison with Chair over meeting schedules
2. Creating and circulating agendas
3. Taking minutes at all meetings
4. Circulating papers relating to meetings and maintaining records afterwards

This requires:

Ability to travel to meetings and availability to participate

Efficiency and orderliness in preparing, circulating and storing documents