

# CHURCH MANOR WAY ALLOTMENT SOCIETY

## ELECTED COMMITTEE MEMBERS' ROLE DESCRIPTIONS

*Last reviewed: 11/02/2025*

### **Aims & Objectives of the Committee**

- To control, manage, and maintain the allotment site on behalf of the Royal Borough of Greenwich Council.
- To promote allotment gardening to all regardless of age, race, gender, or disability.
- Encourage new Tenants with freely given help, knowledge, and advice.
- Demonstrate good practice.
- Demonstrate and ensure that the health and safety of all the tenants is paramount at all times. Also the Health and Safety in and around the allotments is adequate and of a high standard.
- Maintenance of the site noting any problems which may need to be referred to the Site Manager.
- To be compliant with the current General Data Protection Regulation (“GDPR”).

### **Election of Committee Members**

- It is a requirement that at least the following roles are elected: Chairperson, Secretary, and Treasurer.
- No two family members will be permitted to hold a position of office at the same time.
- The process of election will be fair, transparent, and democratic.
- Tenants wishing to stand for a position must be nominated by two fellow tenants.
- Nominees must comply with the rules of the Allotment Tenancy Agreement, have well-maintained plots and be up-to-date with their rents.
- A ballot will be held if more than one nomination is received for any or all committee positions.
- At each committee meeting, there must be a minimum of 3 active committee members that hold a position on the committee. If there is not this minimum number of committee members then the meeting will be re-arranged for a time when this minimum number will be in attendance.
- The Secretary will arrange a suitable meeting place to hold an Annual General Meeting in February/March.
- The AGM date will be set by the Secretary who will ensure the previous year’s minutes are available and collect any nominations for any committee positions. A minimum of 14 days’ notification of the meeting shall be conveyed to all Tenants either on a notice board, posters around the site, emails, or letters.

There are a maximum of nine positions on the committee. The Comms and Projects Officer roles may be shared.

1. Chairperson
2. Secretary
3. Treasurer
4. Membership Officer
5. Site Officer South (Plots 1 to 42)

6. Site Officer Central (Plots 43 to 69)
7. Site Officer North (Plots 70 to 92)
8. Communications & Events Officer
9. Projects Officer

## **1 CHAIRPERSON**

- Chair committee meetings.
- In conjunction with the Secretary ensure there are a minimum of 4 committee meetings per year (April, July, October, and January).
- In conjunction with the Secretary ensure there is an Annual General Meeting in March each year.
- Liaise with all members of the Committee.
- Be a contact for all Tenants.
- Act as an arbitrator in disputes between Tenants.
- Liaise with the Royal Borough of Greenwich Council.
- Inform when plots become available and arrange to meet prospective Tenants on site and introduce them to the site and available plot(s).
- Co-operate with other Allotment Associations in the borough.
- Promote allotment gardening.
- Oversee and agree on all press releases and content in conjunction with one other Committee member where possible.
- Oversee and agree on all content of the website and social media accounts as required.
- Attend committee meetings and if unable to attend, send apologies and arrange a deputy.
- Participate in the Payback Project rota, attending the site on a one-in-nine schedule.

## **2 SECRETARY**

- Arrange committee meetings – 4 per year.
- Arrange an Annual General Meeting in March for the election of committee members of which a minimum of 14 days prior notification must be given;
- Email all Tenants the committee meeting agenda;
- Take minutes for the committee meetings.
- General administrative duties relating to meetings etc.
- Email the committee meeting minutes to all Tenants and the website editor.
- Ensure that the Allotment Association is GDPR compliant at all times;
- Keep up-to-date with the GDPR legislation and ensure that the allotment association and
- committee follow the legislation correctly;
- If and when required, request the up-to-date 'Register of all Tenants' from the Council;
- Ensure site risk assessments are up-to-date and details of any incidents or accidents are kept on file for 5 years. Updated risk assessments shall be copied to the Chair and Site Officers;
- Ensure all information is disseminated to Tenants by leaflets, notice boards, email or letter;
- Implement and ensure compliance with the complaints procedure;
- Act as an arbitrator in minor disputes between Tenants;

- Attend committee meetings and if unable to attend, send apologies and arrange a deputy.
- Participate in the Payback Project rota, attending the site on a one-in-nine schedule.

### **3 TREASURER**

- Act in a manner that does not incur a conflict of interest on any issues.
- Responsible for all bank accounts and petty cash.
- Arrange the collection of rent and issuing of receipts.
- Manage cheque books and accounts.
- Reconcile bank statements.
- Pay expenses and invoices relating to allotment business.
- Keep a record of all income and expenditures.
- Distribute information/news by email to Tenants.
- Produce a report for committee meetings.
- Attend committee meetings and if unable to attend, send apologies and arrange a deputy.

### **4 Membership Secretary**

- Obtain the contact details of any new Tenant when they sign the Tenancy Agreement.
- With the Treasurer, ensuring membership fees are collected annually
- Maintaining the Society's list of member contact details
- Reporting membership numbers annually to RBG
- With the Chair, addressing any infringements of the Association Rules
- Keep an up-to-date 'Register of all Tenants' (plot number; Tenant's name, telephone number(s) and email address(es); date of Tenancy Agreement);
- Supply when necessary or when requested, in a secure manner, the up-to-date list of 'Email Addresses of all Tenants' to the Secretary and/or the Treasurer for mass emailing of allotment information to all tenants and associated / assisting people;
- Attend committee meetings and if unable to attend, send apologies and arrange a deputy.
- Participate in the Payback Project rota, attending the site on a one-in-nine schedule.

### **5-7 SITE OFFICERS ~ South (Plots 1 to 42), Central (43 to 69) & North (70 to 92+)**

For their given areas, the Site Officers will

- Regularly attend the site;
- First-line response to allotment site issues and report to committee as needed;
- Report on all issues at the committee meetings about the site in a short report;
- Help to keep the overall site tidy;
- Oversee integrity of paths, boundaries, and common areas;
- Arrange for the grass paths to be cut as and when needed.
- Inspect all plots 3 or 4 times a year, especially during the growing season. At each inspection notes are made regarding the current cultivation of each of the plots. Photographs are taken of any plot where it appears not to have been cultivated, or had very little cultivation done, or does not appear to be actively worked on since the 1<sup>st</sup> April or the last inspection whichever is later.

- Check site security and report break-ins, vandalism, etc. to the Chair, Secretary, Police, and other Tenants.
- Compose any allotment site risk assessments and ensure they are up-to-date.
- Oversee the use of water and encourage water conservation.
- Attend committee meetings and if unable to attend, send apologies and arrange a deputy.
- Participate in the Payback Project rota, attending the site on a one-in-nine schedule.

## **8 COMMUNICATIONS & EVENTS OFFICER**

- Manage the online presence of the CMW website and any related social media platform accounts - planning, sourcing, and editing content;
- Manage and moderate the CNW WhatsApp group.
- In liaison with the Management Team, plan and organise the Society's social programme, including the late summer Harvest Festival.
- Produce all publicity/posters etc. to promote events run by the committee.
- Produce and Distribute the posters in the local area.
- Make useful contacts with local newspapers/magazines/local publications.
- Promote allotment gardening in the area.
- Ensure that all press releases sent on behalf of the committee have been agreed upon by the Chair and at least one other Committee member before release and, if necessary, with the Council as appropriate.
- Attend committee meetings and if unable to attend, send apologies and arrange a deputy.
- Participate in the Payback Project rota, attending the site on a one-in-nine schedule.

## **9 PROJECTS OFFICER**

This role will liaise with the Committee to devise, plan, and execute Allotment projects and events. This will include:

- Identifying funding sources and writing grant applications;
- Identifying and liaising with external stakeholders;
- Preparing clear project proposals and implementation plans;
- Liaising with relevant Committee members to plan and deliver projects;
- Communicate with impacted tenants before and during project delivery;
- Recruiting and managing project team members from the tenant group, delegating responsibilities where appropriate;
- Liaise with the Communications Officer to promote, record, and publish project progress and completion;
- Liaise with the Treasurer to manage all financial matters.
- Attend committee meetings and if unable to attend, send apologies and arrange a deputy.
- Participate in the Payback Project rota, attending the site on a one-in-nine schedule.