

## **WWAA - Job Description – Chairman**

### **Roles and Responsibilities**

- To chair the regular WWAA management committee meetings and receive financial and site management reports on the state of the business organisation;
- To chair and report to members of the WWAA at an Annual General Meeting;
- To report to the Chairman and Board of the Trustees on the business of the WWAA organisation.
- To communicate with Fareham Borough Council Parks and Allotment Department in relation to the management of allotment sites within the WWAA
- Ensure that the Constitution, Policies, Procedures and other key documents are updated in line with changes to legislation and agreements and communicated as required to the membership
- To ensure that the key roles of Treasurer, Secretary, Shop Manager, Website Administrator and allotment site managers for the WWAA are democratically appointed
- To promote the adoption of working practices to ensure the effective running of the organisation for the benefit of the membership
- To ensure that the WWAA complies with the legislation relating to the keeping and safeguarding of personal data held by the organisation
- To maintain links with the National Allotment organisation and dialogue with the other allotment associations within the Fareham Borough District
- To promote the work of the WWAA through appropriate and agreed means to include, but not exclusively, use of the website as a means of communicating with members of the WWAA and the public.

### **Experience and Skills Required**

#### **Essential**

- Knowledge of the workings of a committee
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Conflict resolution
- An ability to interpret reports and accounts and act on them
- Basic computer skills

#### **Desirable**

- Proven experience of operating a small business or similar organisation
- Managing change

#### **Time Commitment:**

The role of Chairman requires on average a commitment in the region of 10 hours per month.