

Wigginton Village Shop & Café Management Committee

Role description & person specification

The Management Committee takes on the ultimate legal and financial responsibility for all the activities of the Wigginton Village Shop & Café. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations.

The role of the Management Committee is summarised below.

Vision and Leadership

- To be committed to the vision, mission and values of the organisation.
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To keep informed of the activities of the organisation and the wider issues that affect its work.
- To ensure the work of the organisation is monitored and evaluated.

Accountability & Legal Responsibilities

- To ensure the organisation complies with our governing document i.e. our constitution.
- To ensure the organisation keeps to the law, including company law.
- To ensure the organisation makes efficient use of resources, in particular that all monies are applied to its objectives, agreed plans and budgets.
- To ensure that risks to the organisation, staff, volunteers and service users are at an acceptable level and are effectively managed.
- To be accountable to our membership, funders and other stakeholders.

Financial & Staff Management

- To understand the financial position of the organisation.
- To ensure the organisation's finances are properly managed.
- To ensure the organisation operates within its agreed accounting policies.
- To ensure adequate financial resources for the organisation.
- To contribute to fundraising strategies.
- To ensure the organisation is properly insured against all reasonable liabilities.
- To ensure the organisation is a responsible employer and adheres to legislation.

Qualities and Skills of Management Committee Members

- Good leadership skills.
- Understanding of and commitment to the shop & café's mission and values.
- Good communication skills.
- Enjoy being part of an amazing team.
- Impartiality and fairness.
- Ability to respect confidences.

Time Commitment Required

- The term of office for Management Committee members is either 2, 3 or 4 years (as per our constitution).
- The role generally requires a commitment which includes one committee meeting per month (1-1.5 hours) and additional time for responsibilities take on.
- AGM – held before the end of June each year.