

GERTIE GALE'S ALLOTMENT ASSOCIATION

ELECTED COMMITTEE MEMBERS ROLE DESCRIPTIONS

Aims & Objectives of the Committee

- To control, manage and maintain the allotment site on behalf of Portishead Town 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 that 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 there is elected as a minimum a Chair Person (or Vice-Chair), Secretary, Treasurer and Lettings Officer.
- 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.
- 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 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.

CHAIR PERSON

- Chair committee meetings.
- In conjunction with the Secretary ensures there are a minimum of 4 committee meetings per year (May, July, September and November).

- In conjunction with the Secretary ensures there is an Annual General Meeting in March each year.
- Liaise with all members of Committee.
- Be a contact for all Tenants.
- Act as an arbitrator in disputes between Tenants.
- Liaise with Portishead Town Council.
- Co-operate with other Allotment Associations in the Portishead Town area.
- Promote allotment gardening.
- Oversee and agree all press releases and content in conjunction with one other Committee member where possible.
- Oversee and agree all content of the website, Facebook, Instagram & Twitter accounts as required.
- Produce the annual newsletter.
- Organise visiting speakers.
- Attend committee meetings and if unable to attend, send apologies and arrange a deputy.

VICE-CHAIR

- Deputise and support the Chair in all matters relating to the Committee and roles outlined above.

SECRETARY

- Arrange committee meetings – 4 per year (May, July, September and November).
- 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.
- When necessary, request the up-to-date list of 'Email Addresses of all Tenants' from the Letting Officer when sending out an email to all Tenants (e.g. agenda, minutes etc.).
- 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.
- Keep a file of the signed Tenancy Agreements (handed over by the Lettings Officer).
- If and when required, request the up-to-date 'Register of all Tenants' from the Lettings Officer.
- If requested, submit the up-to-date 'Register of all Tenants' to the Portishead Town Council.
- Ensure site risk assessments are up-to-date and details of any incidents or accidents are kept on file for a period of 5 years. Updated risk assessments shall be copied to the Chair and Site Manager.
- 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.

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.
- Circulate with the rent request copies of the latest Tenancy Agreement and Rules/ Policies currently in force.
- Responsible for chasing and collecting any overdue rent amounts from the Tenants.
- If the Treasurer is unsuccessful in collecting overdue rents then they are to provide details of the Tenant that has not paid their rent to the Lettings Officer for further action.
- Manage cheque books and accounts.
- Reconcile bank statements.
- Pay expenses and invoices relating to allotment business.
- Keep a record of all income and expenditure.
- In January every year email all the current Tenants to check their personal details (address, email address and telephone numbers) are current and correct in preparation of sending out the rent requests.
- Advise the Lettings Officer of any amendments needed to the Tenants contact details.
- When necessary, request the up-to-date list of 'Email Addresses of all Tenants' from the Lettings Officer when sending out an email to all Tenants.
- If and when required, request the up-to-date 'Register of all Tenants' from the Lettings Officer (e.g. when sending out the rent renewals).
- 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.

LETTINGS OFFICER

- Receive 'Waiting List Enquiry' emails via the Gertie Gale's Allotments website, other emails or Facebook replies from potential tenants (residents of Portishead and North Weston) and reply to such enquiries.
- Maintain an up-to-date 'Waiting List' with information as supplied (name, telephone number, email address, size of plot requested, waiting list position, date of request, date of reply).
- Inform prospective Tenants when plots become available and arrange to meet them on site and introduce them to the site and available plot(s).
- Issue Tenancy Agreements, ensuring that they are completed and returned.
- Obtain the contact details of any new Tenant when they sign the Tenancy Agreement.
- Keep an up-to-date 'Register of all Tenants' (plot number; Tenant's name, address, telephone number(s) and email address(es); date of Tenancy Agreement).

- Keep an up-to-date list of all 'Email Addresses of all Tenants' for the main Tenant and associated / assisting people (e.g. husband & wife etc.) in a format for the use in mass email distribution as BCC (blind carbon copy) email addresses (e.g. Secretary sending committee meeting agenda or minutes etc.).
- Keep a file of the 'Contact Details Form' completed by each new Tenant.
- Email the Treasurer of any re-let plots with tenant's name, rent amount due for current year, administration fee.
- Hand over any recently signed Tenancy Agreement(s) to the Secretary.
- Supply, when requested, in a secure manner, the up-to-date 'Register of all Tenants' to the Secretary and/or the Treasurer (especially for Treasurer to send the annual Rent Renewal Requests).
- 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.
- Inspect all plots 3 or 4 times a year, especially during the growing season, and would normally be 6-10 weeks apart. 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 1st April or the last inspection whichever is the later.
- If the plot is not under satisfactory cultivation then an email is sent to the Tenant advising them of this fact. Depending on the reply to this email will then depend on further discussions and decisions with the Tenant and the committee. If there is no response to this first email contact may be made via email, letter, telephone call or visit to the Tenant's property.
- After discussion with the Tenant and the Chair, if the plot is not cultivated to the required standard as set out in the allotment rules / policies then the Lettings Officer is responsible for advising the Tenant by email as well as post that their Tenancy Agreement has been cancelled and that the Tenant has forfeited their plot which will be re-let.
- If any tenant has not paid their rent due (as advised by the Treasurer) then the Lettings Officer is responsible for advising the Tenant by email as well as post that their Tenancy Agreement has been cancelled and that the Tenant has forfeited their plot which will be re-let.
- Distribute information/news by email to Tenants.
- Produce reports as needed and for committee meetings. (e.g. up-to-date waiting list; list of vacant plots, general cultivated condition of the plots).
- Attend committee meetings and if unable to attend, send apologies and arrange a deputy.

SITE MANAGER

- Regularly attend the site.
- Check the contents of the shed and the condition of the general-use mowers.
- Ensure that the lawnmowers are maintained to a high standard and are safe to use at all times.

- Organise repairs and services of the lawnmowers when required with a qualified third party.
- Source replacement lawnmowers when required and arrange for the replacement lawnmowers for the allotments after agreement by the committee.
- Ensure that the lawnmower rules and guidelines are up to date as well as available to all Tenants and that the Tenants are aware of these guidelines. Also as best as the Site Manager can, that these lawnmower guidelines / policies are adhered to by the Tenants.
- First line response to allotment site issues.
- Report on all issues at the committee meetings pertaining to the site in a short report.
- Arrange site visits and inspections if requested by Portishead Town Council.
- Help to keep the overall site tidy.
- Oversee integrity of paths, fences and common areas.
- Arrange for the grass paths to be cut as and when needed.
- Arrange and oversee on an annual basis with Portishead Town Council for the hedges and trees to be cut by the Council contractors if required.
- Organise for the relevant third parties to deliver bark chippings, soot and manure when available.
- Source more third parties that can provide (for no charge) bark chippings, soot and manure.
- 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.
- Take monthly water meter readings and relay these to the Treasurer.
- Maintain site notice boards with up-to-date information.
- Attend committee meetings and if unable to attend, send apologies and arrange a deputy.

WEBSITE EDITOR

- Manage the existing website and keep all information up-to-date.
- Put articles and information on the website as requested by the committee or Portishead Town Council.
- Promote allotment gardening in the Portishead Town area.
- Ensure that all content of the website is approved by the Chair in conjunction with one other committee member and to ensure it shall not be used for personal ideology or commercial promotion.
- Encourage new ideas and promote helpful tips for new and existing members.
- Post all minutes of meetings etc. on the website.

DATA OFFICER

- Ensure that the Gertie Gale's Allotment Association is GDPR compliant at all times.
- Keep up-to-date with the GDPR legislation and that the allotment association and committee follow the legislation correctly.

- Report any breaches of the GDPR legislation immediately to the UK Government Information Commissioner Officer, Chair and Secretary.
- Produce a report for committee meetings.

MEDIA OFFICER

- Produce all publicity/posters etc. to promote events run by the committee.
- Develop new and innovative ways of communication with Tenants e.g. Facebook, Twitter, Instagram, Snapchat, etc.
- Distribute the posters in the local area.
- Make useful contacts with local newspapers/magazines/local publications.
- Promote allotment gardening in the Portishead Town area.
- Ensure that all press releases sent on the behalf of the committee have been agreed by the Chair and at least one other Committee member prior to release and, if necessary, with Portishead Town Council as appropriate.
- Produce a report for committee meetings.