

Collings Park Trust: Roles

1. Introduction

Collings Park Trust (CPT) is made up of volunteers, broadly fitting into three parts of the Trust:

- Board of Trustees
- Management Committee
- Members (both the above also being members)

This document notes specific roles, relating to the first two groups: the Board and the Committee.

2. The Board of Trustees

Ultimately, the Board is always responsible for all functions and aspects of Collings Park Trust. The Board's governance role includes ensuring appropriate policies and procedures are in place, covering – amongst other things – health and safety and finances. For the latter that means not only authorising expenditure and ensuring income but putting in place and monitoring systems for recording transactions.

3. Secretary to the Board of Trustees

Where possible, the board has a dedicated Secretary who works with the Chair to produce meeting agendas and minutes.

4. Chair (Board)

The Chair of the Board of Trustees oversees and organises board meetings and activities and represents not just the Board but the Trust as a whole, such as with public bodies and the media. The Chair is not independent of the Board but leads and represents it and the Trust as a whole.

5. Management Committee

The Management Committee plans and oversees CPT activities, with authority delegated by the Board, in effect organising and carrying out the development and running of the community garden. In many cases, the management group therefore oversees expenditure on behalf of the board; but those transactions take place within plans that must already have been submitted to and approved by the Board. Some members of the Committee have specific roles and others contribute more generally as Committee members.

6. Management Committee Chair

The Management Committee Chair oversees and organises Committee meetings and activities, linking directly with the board regarding plans and progress. The Chair therefore plays an integral role in the operational running of the Trust.

7. Management Committee Vice-Chair

The Vice-Chair stands in for the Chair, as needed, covering the role above. This requires ongoing liaison with the Chair, so that both are abreast of plans and progress.

8. Secretary to the Management Committee

Where possible, the Management Committee has a dedicated Secretary who works with the Chair to produce meeting agendas and minutes.

9. Treasurer

The board has a Treasurer to oversee the Trust's finances, the Treasurer being from amongst either the Board or the Management Committee, overseeing financial planning and monitoring on behalf of the Trust.

10. Membership Secretary

The Membership Secretary oversees membership of the Trust, utilising systems to fulfil the Trust's membership policies and plans – as agreed by Committee and Board – including collecting all fees and keeping all relevant records.

11. Events Coordinator

The Trust aims to have specific Events Coordinators, people who lead on planning and – once approved – running events to develop and support the Trust's core work.

12. Other Roles

Other roles that may combine with above:

- Health and Safety Coordinator – being a nominated lead to ensure and enforce health and safety measures in accordance with CPT's Health and Safety Policy and the specific Terms of Reference for this role.

- Data Protection Lead – being lead for the Trust on Data Protection, providing guidance to the Board and Committee about data Protection and ensuring the Trust’s compliance with the Data Protection Act 1998 and the Trust’s own Data Protection Policy.

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