

Croydon Ecology Centre

Brief description of the Management Committee roles

All members aged eighteen years or over who have held continuous membership for nine months or more shall be eligible for appointment as a Management Committee member.

If at any General Meeting there is more than one candidate for appointment to any vacancy among the Executive Officers, or if there are more candidates than vacancies among the remaining Management Committee members, the appointment shall be decided by ballot at that General Meeting.

Chairman - To conduct the smooth running of business at all Management Committee meetings, AGM's and EGM's meeting and to sign the minute book at the conclusion any meeting or at some future date once the minutes have been prepared by the Secretary. To prepare an annual report on the affairs of the Association to the Annual General Meeting each year and to submit a copy of the report to the Mayor and Burgesses of the London Borough of Croydon.

Secretary - To record and maintain accurate minutes of the Management Committee meetings, AGM's and EGM's. To keep a diary of all events and inform Management Committee members of meetings giving seven days' notice of such meetings. To file and store securely all correspondence and records of, or relating to, the Croydon Ecology Centre.

Treasurer - To maintain the financial records of Croydon Ecology Centre. To accurately record all financial transactions of or on behalf of the Management Committee members for the Purposes of the Association. To issue cheques, obtaining the appropriate signatures and pay bills and pay money received by the Association into a bank account in the Croydon Ecology Centre's name. To produce financial statements of Croydon Ecology Centre's affairs for presentation at meetings and produce annual accounts.

Warden - To take responsibility for the Old Orchard and Wildlife Sanctuary and exercise control over the day-to-day running of the Centre ensure that the Centre and Orchard are being used properly as defined by the Purposes of the Association ensure that a register of Centre activities is maintained, which shall be made available to Management Committee members. To regularly inspect the Centre and Orchard and draw up a programme of work to be carried out.

Deputy Centre Manager - To supervise and control such projects as are from time to time undertaken to improve the buildings and other facilities at the Centre. To supervise workdays and work with the volunteers. To open the Centre on workdays and ensure the Centre is securely locked up on leaving.

Vice-Chairman - To assume the duties of the Chairman at any meeting where the Chairman is absent. If neither the Chairman nor Vice- Chairman are present at a meeting the Management Committee members shall choose one of their number to be Chairman for that meeting.

Deputy Warden – To assist the Warden in the day to day running of the Centre.

Publicity officer – To ensure all Centre events are widely publicised.

Membership Secretary – To maintain an accurate register of the Ecology Centre's members. To inform members when memberships are due for renewal. To notify members of AGM's and any EGM's.