

Alton Health and Fun Committee – Role Descriptions

1. Chairperson

Purpose: Provides leadership, ensures the committee functions effectively, and represents the club publicly.

Key Responsibilities

- Lead committee meetings and set the agenda with the Secretary.
- Ensure decisions are made democratically and followed through.
- Act as the main spokesperson for the club.
- Support other committee members and resolve issues fairly.
- Oversee long-term planning, club development, and community relationships.

2. Vice-Chairperson

Purpose: Supports the Chair and steps in when needed.

Key Responsibilities

- Deputise for the Chair at meetings or events.
- Assist with leadership tasks and project oversight.
- Take on specific responsibilities as agreed by the committee.

3. Secretary

Purpose: Manages the club's administration and communication.

Key Responsibilities

- Prepare agendas and take accurate minutes.
- Assist in the maintenance of the club's website
- Maintain club records, policies, and correspondence.
- Handle membership communications and notices of meetings.
- Support event organisation with documentation and communication.

4. Treasurer

Purpose: Oversees the club's finances and ensures transparency.

Key Responsibilities

- Maintain accurate financial records and bank accounts.
- Prepare budgets, financial reports, and annual accounts.
- Manage invoices and payments.
- Ensure financial controls are followed (dual signatures, receipts, etc.).

5. Membership Secretary

Purpose: Manages the membership process and supports member engagement.

Key Responsibilities

- Maintain an up-to-date membership database.
- Process new applications and renewals.
- Welcome new members and provide information about the club.
- Monitor membership trends and report to the committee.

6. General Committee Members

Purpose: Provide support, ideas, and hands-on help.

Key Responsibilities

- Attend meetings and contribute to decisions.
- Support events, fundraising, and club projects.
- Take on tasks or sub-roles as needed.
- Represent the views of members.