



# Shed Committee Member



## Role Description

### **Purpose and Nature of Role**

To ensure effective running, development and promotion of the Hardie Park Shed. To have shared responsibility for the projects governance including:

- financial record keeping,
- maintenance of membership records,
- reporting to funders and other stakeholders
- reviewing policies and procedures
- supporting fundraising

### **Main Activities / Tasks**

- Attendance at regular committee meetings
- Taking forward actions from committee meetings in a timely way

### **Skills and Experience Sought**

A range of experience and skills are needed for a strong committee and may include

- Organisational skills
- Admin skills
- Promotion and marketing
- Fundraising
- Finance
- Health and Safety and practical work

### **Training / Induction**

General introduction into Friends of Hardie Park and the Shed project.

Training in the roles and responsibilities of a Committee

### **Where / When**

Shed Committee meetings are currently held approximately 6 weekly at Hardie Park Café in Stanford-le-Hope.

*Note: at the current time there is a particular need for someone to take a lead on the shed finances and administration.*