According to our Rules, the only mandatory offices are Chairperson, Vice-Chairperson, Secretary and Treasurer. "These officers shall have such functions as the Rules or the Management Committee specify" (5.11). Those duties listed below which are specified in the Rules are followed by the rule number in square brackets.

This revised version of role definitions replaces that adopted by the MC on 29 July 2020, but remains a work in progress, to be edited and adapted as circumstances suggest. Blue passages represent temporary arrangements.

Chair (currently Graham)
The primary purpose of the chair is to provide leadership, and to take overall responsibility for the direction of HOTV and for conformity to Rules and to wider statutory requirements. Specific duties include:

- Agree agendas for meetings in consultation with other committee members
- Chair meetings, deploying a casting vote to split tied decisions [5.13, 5.16]
- Declare results of votes at meetings [R4.18]
- Issue (or cause to be issued) regular public updates on HOTV progress

As the elected leader of the elected Management Committee, the Chair represents the Society. He/she has the operational powers to effect decisions made by the MC and is required to do so.

Vice-Chair (currently Mike)
The Vice-Chair acts as a deputy to the Chair, taking over their duties when the Chair is unavailable. As a senior officer of the Society the Vice-Chair also shares some of the leadership role, and may be seen as a potential successor to the chairmanship.

Treasurer (currently David)
The Rules are silent on the role, but according to normal practice:
The **Treasurer** is responsible for

- general financial oversight, monitoring of cashflow and financial forward planning
- ensuring compliance with statutory financial requirements
- production of annual financial report to the Members.
- production of quarterly trading statements, based on data from the Book-keeper
- production of monthly management accounts when appropriate. (*Trading statements and other accounts should be virtually available on demand from Xero.*)
- payment of wages monthly until a more stable system [what system?] is in place
- recommendation of and liaison with auditors

Unless by chance the same person undertakes both roles, the Treasurer role does not include fundraising and grant applications, though clearly there needs to be close co-operation between all the roles involving money. At present we have a separate Book-keeper, but this role could be combined with that of treasurer in future.

Secretary (currently Nick)
The Rules have more to say about this role than any other, and curiously they appear to conflate what we have called "company secretary" and "clerk": *The Secretary is secretary to the Society, and acts as secretary to the Management Committee.* [2.9].

These are the statutory duties of the Secretary:
- Administrative secretary to the Management Committee [2.9]
- Arbiter on matters of procedure and the Rules [3.6.3, 5.22.3]
- Keeper of the Register of Members [3.7.6]
- Receiver of complaints [3.8.1]
- Convenor of special meetings [4.5]
- Administrator of MC elections [5.22.2]
- Signatory to accounts and official Society documents [6.7]
- Provider of public documents on request [6.9.2, 9.13]

There is no specific requirement in the Rules for the Secretary either to issue agendas or to take minutes, though these duties may be inferred from "…secretary to the Management Committee." [2.9]

Beyond this, the duties of the Secretary include *any other functions which the Management Committee assigns* [5.22.1], but I think this is probably enough to be going on with!

Other roles so far in use include:

Shop Liaison (currently Mike)
Acts as liaison between the Shop Managers and the rest of the MC. The role has no involvement in the financial side of the business except as regards staff pensions and wages. Specific responsibilities include:
- oversight of how well the shop is running, in terms of customers
- well-being of Managers, and representing them in any disputes
- drafting of staff contracts for assessment and approval by the MC
- ensuring that employment legislation is complied with, including pensions. *The administration of any pension plan is a separate issue, to be delegated to anyone with the time and expertise to take it on.*
- (pro tem) checking timesheets and passing on to Treasurer

Operations Manager (currently John)
Will vary with works in hand, but at present the main task is preparing the Royal Oak to receive the shop (Phase 1) and later the refurbishment of the building and reopening of the pub (Phase 2). This role may later morph into a buildings maintenance role.

Book-keeper (currently Sally)
Acts as an intermediary between the business/es and the Treasurer.
- receiving sales totals, invoices and other data as necessary from the managers in order to keep the Xero accounts up-to-date, at least weekly
- paying invoices, within agreed limits, once the necessary banking arrangements are

in place. *Sally currently receives invoices and passes them on to Graham weekly for payment. This should cease when invoices can be paid directly.*

- copying the books to the Treasurer on a regular basis (to be agreed) so as to inform monthly and quarterly trading statements, and enable him/her to maintain strict financial oversight. *In practice this should happen automatically if both Book-keeper and Treasurer have access to the same Xero account.*

Community liaison (currently Nick)
Responsible for being a point of contact with all Members and others who have questions, comments, complaints or suggestions. The community liaison officer would not necessarily answer all the questions, but would re-route them as necessary, keep a log of suggestions, keep them alive and provide feedback.

Volunteers co-ordinator (currently Marilyn)
the role performed excellently by Marilyn before coronavirus put a stopper on things. (This highlights the fact that vital roles don't have to be held by those on the MC.)

Notes
1) The main purpose of this note is to clarify the statutory roles. The Committee, and the leaders of working groups, can determine their own remits, and it would be helpful if these were clearly defined in such a way as to make the chain of responsibilities explicit. It's also worth noting that any holder of any of these roles may well hold other roles. A comprehensive database of roles and responsibilities is something we should aim to maintain.

2) While the roles listed above represent a broad outline, there would be nothing to stop particular tasks being delegated to other parties *by mutual agreement.* This would be essential for instance in the event of holidays or sickness. It will in fact be necessary to build some redundancy so that substitutes can cover for any of the roles should the main role holder not be available.