Woodbury Community Hall
Woodbury Lane
Axminster
Devon, EX13 5TL

Role and responsibilities of Chairperson at Woodbury Community Hall

Email: chair@woodburycommunityhall.co.uk

Role: Overall responsibility for the running of Woodbury Community Hall

This is an essential role within the committee and the incumbent is required to be a trustee of Woodbury Community Hall as registered with the Charity Commission. The role is entirely voluntary and no remuneration, pay or travel expenses are offered.

Owner:

Responsibilities:-

1. A trustee of Woodbury Community Hall.
2. Overseeing day to day management of Woodbury Community Hall
3. Responsible for applying for grants when appropriate
4. Periodically checking the Hall both inside and out
5. Organise yearly PAT electrical testing and 3 yearly safety checks on all electrics for full certificate. Liaise with the Booking secretary over appointment times.
6. Ensure fire safety checks are carried out annually.
7. Chair AGM and subsequent committee meetings
8. Draw up agendas for meetings and liaise with Secretary and Booking Secretary
9. Keep website and accompanying documentation up to date
10. Organise emptying of the septic tank approximately every 2/3 years. Liaise with property owners on either side.
11. Review utilities tariffs and contracts
12. Change main door key code annually

13. Organise for the Christmas decorations to be put up at the end of November and taken down before 12th night. Liaise with the Booking Secretary for times when the hall is empty.

14. Review broadband supplier and contract.