

Grange Lane Allotment – Committee Role Description	
Role	Chair (or Co-Chair)
Role Purpose	To be responsible for the leadership of the Grange Lane Allotments (GLA) committee
Key Responsibilities	<ul style="list-style-type: none"> • To ensure the committee acts within our constitution and in line with its aims • To define committee membership – roles and responsibilities • To support the committee members • To plan the structure and content of meetings (in dialogue with secretary) and to chair the meetings • To ensure that the committee works effectively • To liaise with Camberwell and District Allotment Society (CDAS) and the other section committees, and represent GLA on CDAS • To liaise with Dulwich Estates and its representatives • To produce a report and speak at AGMs and any EGMs • To keep abreast of any compliance and risk issues • To support events run by GLA • To decide on validity, or upholding of, complaints • To build relationships with plot-holders and to identify any concerns for the committee to address (as relevant) • To oversee and co-ordinate the bi-annual plot inspections • To oversee eviction processes
General	<ul style="list-style-type: none"> • To promote the interests of GLA • To be an active member of the committee including attendance at monthly and ad-hoc committee meetings, and sub-group meetings if required
Time requirements	Approximately two days a month plus 2 hours for each monthly meeting and attendance at annual away-day. More time needed in preparation for AGMs and other events.
Skills needed	<ul style="list-style-type: none"> • Chairing and management skills • IT skills • Good communication and interpersonal skills • Experience in planning • Knowledge of allotment site management

6/1/2022