



Combe Mill Society - Role Description

Date: November 2010

Issued by: _____

Role Description: : Chairman

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1. **Principal tasks:**

Public face of the Society and main spokesperson to the press and media

Convene and facilitate Board meetings - set date and agenda

Casting vote in the case of 'hung' decision making

Set the direction for developing the work of the Society

Ensuring that the Society complies with relevant legislation

Ensuring that appointed officers of the Society perform their functions

Initiate and support efforts to recruit additional volunteers

Represent Society at WODC tourism sub-group meetings

Represent Society at Oxford Museum Council (OMC) meetings

2. **Financial responsibilities (if any):**

Responsible for setting guidelines for Society expenditure

Agree with the treasurer the annual cash flow projections

Bring to the Board any proposed expenditure above £200 for consideration and approval.

3. **Health & Safety**

Ultimately responsible on behalf of the Board of Directors for the occupational health and safety of all volunteers and the visiting public.

Be fully aware of, and operate, all relevant health & safety requirements

Responsible for: your own safety and those around you

General: comply fully with the Health and Safety Policy and procedures of the Combe Mill Society

Assist the Compliance Officer in conducting occasional risk assessments.

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.