

# *Llwynhendy Hub Project*

(above title to be replaced by official name of CIO)

## Volunteer Role Description Committee Member

Title	<b>Committee Member</b>
Responsible to	<b>The Committee</b>
Base	<b>Home and meeting locations</b>

### What is a Committee Member for Llwynhendy Hub Project?

The purpose of the role is to work with and support other committee members in order to provide good governance for the organisation. The intention of the group is to establish and then run the day-to-day operations of a new community hub building for Llwynhendy. A building for the community that is run by the community. The Committee member will be asked to become a Trustee as the group will be seeking Charitable Incorporated Organisation (CIO) Status via the Charity Commission for England and Wales.

### What's in it for you:

- Join a friendly team who are passionate improving opportunities for the local community
- Use your skills and experiences to improve the community
- Training opportunities to learn new skills
- Meet new people
- Learn more about opportunities
- Be part of our organisation and support them to make a more significant difference together
- Earn Time Credits

### What's involved:

Traditional roles such as Chairman, Treasurer and Secretary will be required. Other titles will be created as the group develops such as Youth lead, Events Manager and Social Media coordinator. Sub committees will likely be required from time to time also. The committee will be expected to report to the building landlords who are there to support and minimise liabilities on the group. The building will have tenants, for example the library service, therefore good relationships with these is mandatory. A short, medium and long term list of priorities has been prepared as an example of what the group can expect.

### Short Term (initial 12 months)

- Form its main committee, write and abide by the constitution document (rules, aims, objectives, powers, membership) for the organisation
- Hold meetings
- Open a bank account

- Register with the Charity Commission
- Recruit volunteers
- Establish any Sub Committees (e.g. events, field, youth, community transport, elderly, etc.)
- Establish safeguarding policies (data protection, environmental, equal opportunities etc.)
- Fundraise
- Consult with community
- Establish ways of working with stakeholders

Medium term (Up to year 3)

- Apply for grants & deliver projects
- Meet on a regular and consistent basis
- Hold Annual General Meetings (AGMs) and prepare annual reports and accounts
- Manage day to day running of the building (if open)
- Hold community events
- Employ staff
- Recruit and manage volunteers
- Take out the necessary insurance policies

Long term (Year 4 onwards)

- Manage day to day running of the building
- Meet regularly
- AGM requirements
- Community activity facilitation with stakeholders

Who is the role suitable for:

Someone who is enthusiastic and committed for positive changes within the community of Llwynhendy. We are looking for people who wish to improve things for all sectors of society and change things for the better. Working well with others and the ability to compromise is essential. Our board needs to represent our community and are keen for people from all backgrounds and ages to join us. Skills, knowledge and experience in the following areas are desirable:



## Extra Information

**Location** Volunteer from home and at meeting venues

**Time Commitment** Attending meetings is essential. Overall commitment is dependent on your role in the committee. See *What's Involved* above as an example of tasks that are or may be required.

## Training

Inductions will be offered to all committee members and volunteers. The process will look at each individual's strengths and focus on areas whereby training will be required. A skills audit will be required to be carried out and all volunteers will be offered the opportunity for any training that will be provided.

## Support

Support will be provided by the project steering group members and other community stakeholders, which are:

- Carmarthenshire County Council: Leisure, Housing, Libraries, Communities
- County and Community Councillors
- Llanelli Rural Council
- Llwynhendy & Pemberton Forum
- Our Llwynhendy

The organisations Trustees will also be on hand to support committee members as and when is required.

External advice will also be available via Carmarthenshire Association of Voluntary Services who are providers or voluntary/third sector support and advice for the County. Relationships between the CIO and this service will be established.

## Resources

The following resources will be made available online and by hard copy (documents already available are in bold):

- **Feasibility Study – Heol Gwili Fields – Llwynhendy, Llanelli (July 2020)**
- Constitution
- Induction pack
- Meeting minutes
- Annual accounts
- Business/Project Plan
- Safeguarding policies (Equal opportunities, volunteering, data protection, environmental and so on)

## Time Credits

Volunteers can earn Tempo Time Credits on activities agreed upon by the board. Time Credits can be earned in return for volunteering. The Time Credits can be spent at various attractions locally and nationally. Further information will be provided upon induction.

## Expenses

Volunteers will be reimbursed for out of pocket expenses such as travel expenses. A list of examples will be added here once agreed upon

Role description created **20/05/2021**

Role description review date **20/05/2022**