



THE COMMUNITY FARM MANAGEMENT COMMITTEE MEMBER ROLE DESCRIPTION

Main Purpose of the Role

Members of the Management Committee ("MC") are responsible for the overall governance of The Community Farm ("The Farm"). This means making sure that systems and processes are in place, and followed or refined, to deliver strategic direction, oversight and supervision, compliance with legal and other duties, and financial viability. The day-to-day operational management of the Farm is carried out by the Senior Staff Team under the leadership of the Managing Director. The MC role is therefore a governance role rather than an operational role.

Position in the Community Farm

Reports to: Chair of the Management Committee

Main relationships: Other committee members including Managing Director, and senior staff.

Duties and Responsibilities

- Be familiar with and abide by the Rules of The Farm; uphold its purpose and values.
- Be familiar with key Policies and contribute to their development.
- Understand and help develop the Strategic Plan. Provide advice and support to the Senior Team in its delivery, including assistance with fundraising.
- Attend MC meetings and read the papers in advance. If unable to attend, send apologies and any comments on the papers in advance.
- Contribute constructively to MC business in service of The Farm's best interests
- Be a pro-active member of at least one Subgroup by representing the MC within the Subgroup, attending quarterly or monthly Subgroup meetings and providing feedback to rest of the MC.
- Provide advice and support to the Managing Director and the Chair as required.
- Attend the AGM and other meetings and events as appropriate.
- Be supportive and constructive in all dealings with Farm staff and volunteers.
- Maintain clear and timely communication with the Managing Director and the Chair.

Legislative Responsibilities

- Be familiar with and uphold legal duties as a Director of a Limited Company
- Take a proactive approach to financial probity, health and safety, confidentiality, and potential or actual conflicts of interest, in order to meet policy and legal requirements.

General

- Liaise with the Chair and the Managing Director to resolve any issues that may arise.
- Be an enthusiastic and committed ambassador for The Farm and for its key objectives as a social enterprise for environmental sustainability, community engagement and inclusivity.
- Develop clear and open methods of communication with MC members and others.
- Work independently as appropriate showing initiative and actively foster a 'can do' culture which will promote the success of the project.
- Take responsibility for managing own health and stress levels and help others do the same.
- Ensure activities meet with and integrate with The Farm's requirements for quality management, confidentiality, health and safety, legal requirements, environmental policies and general duty of care.

TERMS AND CONDITIONS the role of committee member is unpaid. Most MC members cover their own expenses; low/unwaged MC members can claim reasonable expenses if needed.

GLOSSARY

Rules: refers to *The Rules of The Community Farm Limited as incorporated under the Co-operative and Community Benefit Societies and Credit Unions Act 1965*

Policies: refers to *The Community Farm's internal company policies*

Subgroup: refers to *working groups representing key areas of The Farm. Food, Farming, Wildlife, Communities and Communication groups currently meet quarterly, Business Finance and Funding and People/Processes/Governance groups currently meet monthly. Each group is made up of key staff and MC members.*