

## ARAL Director Job Description

### Chairperson

#### Summary of role:

To uphold the vision and purpose of ARAL and to ensure that the committee functions properly and effective decisions are discussed, made and carried out.

#### Estimated time commitment per month (hours):

5.5

#### Main responsibilities:

| Activity                                 | Activity description   | How long does it take to do (minutes per month)  |
|--|--|--|
| Plan and run committee meetings and AGM  | Liaise with committee members to fix dates of meetings.  | 30 minutes every 3 months  |
|  | Prepare agendas and AGM presentation in consultation with the Secretary                                      | 2 hours every 3 months plus 6 hours every year for AGM presentation  |
|  | Lead the meeting, ensuring the agenda is adhered to and that everyone's views are listened to and respected. | 2.5 hours every 3 months plus 3 hours every year for AGM   |
| To represent ARAL to other organisations | Liaise with ARA-CC, SCC, GBC, Thames water etc..   | Very variable- estimate 1-3 hours a month  |
| Co-ordinate the committee                | Ensure responsibilities for particular areas are met eg finance, road maintenance                            | Once roles are clarified, this shouldn't require time to be spent on it, except when committee members change. |

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|---|---|---|
| Plan for renewal and recruitment of the committee                     | Formulate an action plan for encouraging new committee members to volunteer and ensure that all roles are clearly defined and manageable. | Time consuming at the moment but should not need excessive ongoing input once a proper plan is in place. Eventually should be about 1 hour a month. |
| Primary responsibility for central mailbox that residents can contact |   |   |