



THE COMMUNITY FARM MANAGEMENT COMMITTEE

Main Purpose of the Role

Members of the Management Committee (MC) are responsible for the overall governance of 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 MC

Main relationships: Other committee members including managing director, and senior staff.

Duties and Responsibilities

- Be familiar with the Rules of The Farm, uphold its purpose and values, be familiar with the Strategic Plan, the Business Plan and with key Policies, and contribute to their development.
- Attend MC meetings and read the papers in advance. As stated in the Rules, absence from 3 consecutive MC meetings without reason or permission is unacceptable.
- Contribute constructively to MC business in service of The Farm's best interests.
- Participate as an active member of sub-groups as required and in agreement with the managing director and chair.
- 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

- 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 and community engagement.
- 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 Community 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.