**Whitefield Bowling Club CIC**

Director One

Title: **Governance**

1. Registration and reports to community company regulator in keeping with statutory responsibilities and time intervals.
2. Delivering responsible person role with companies’ house and delivering accounts and reports as required.
3. Appointment and liaison with auditor/accountant for company reports both external and internal and all accounts.
4. Arranging and delivery of annual general meetings with members and supporting paperwork, reports and minutes.
5. Liaison, negotiation and management of partner agencies (social services, voluntary and community departments) in delivering maximum income and use of premises.
6. Licensing applications and compliance with legislation involved in community venture and licensing laws.
7. Grant applications and recovery.
8. Membership applications, dispute, conflict and registration.
9. Board meetings, minutes and reporting.
10. Working with agencies and fellow directors and staff to deliver a premium service for the benefit of the community and the success of WBC CIC.

Director Two

Title: **Compliance**

1. Health and Safety of ground and buildings. Weekly and monthly reports. Accident logs and near miss reporting and recording.
2. Ensuring WBC CIC champions E&D. Equality policy, management and ensuring equal and open access to all.
3. Arrangement and management of insurances, reporting, payments and claims.
4. Legionella control, testing and record keeping.
5. Fire compliance, alarms testing, extinguishers and logs.
6. CCTV control, reports and maintenance.
7. Annual electrical testing, P.A.T and recording.
8. Gas safety and certification.
9. Machinery and equipment safety, PPE, training and maintenance for volunteers, staff and any contractors.
10. Safeguarding responsibility, policies, compliance, reports and management
11. Security, keys, access.
12. Accessibility, DDA and services.
13. Data protection and information management.
14. Working with agencies and fellow directors and staff to deliver a premium service for the benefit of the community and the success of WBC CIC.

Director Three

Title: **Operations**

1. Opening hours and arranging management of premises and facilities.
2. Staffing and cover for delivering all services. Interviews, staff liaison, management, salaries, sick leave and all matters relating to employment law and services.
3. Cleaning and facilities day to day management.
4. Maintenance and services to all buildings. Ensuring value for money and audit trail of spend and payment.
5. “Cellar” services, line cleaning, gas and support services.
6. Stock ordering and audit, ordering of equipment and supplies as necessary ensuring all available in suitable quantities and representing value for spend.
7. Liaison with partner agencies/persons for access, equipment and security.
8. Advertising, sponsorship, signs, payments, notices.
9. Security, keys and access.
10. Working with agencies and fellow directors and staff to deliver a premium service for the benefit of the community and the success of WBC CIC.

Director Four

Title: **Activities and recreation**

1. Green and surround management and maintenance. Ensuring planned and scheduled work programmes to maintain a premium quality green year round.
2. Delivering maximum use of all facilities across a range of sports and activities. Working with appropriate bodies and agencies to promote sport and recreation across the community for the services provided by WBC CIC and its partners.
3. Ensuring the maximum and continuing use of facilities.
4. Arranging all competitions and events. Prizes, entry, handicaps, management.
5. Federation, governing body, league and team liaison and services to external agencies in use and attendance of green and premises.
6. League and membership terms, fees and dispute.
7. Recovery of all fees, memberships and compliance with WBC terms and conditions of use for members and users.
8. Hire and use of green and surrounds.
9. Working with agencies and fellow directors and staff to deliver a premium service for the benefit of the community and the success of WBC CIC.

Director Five

Title: **Finance**

1. Contract procurement and management across all platforms (gas, water, digital/broadband, services, electrical etc) ensuring WBC achieves the best possible market costs. Direct debits and standing charges.
2. Establishing clear and open accounting and reporting at determined intervals for all members, regulators and directors.
3. Daily accounting and record keeping of spend and income with particular focus on bar spend and income.
4. Banking services, change and cash security. Audit of account.
5. Wages and staff payments. Expenses and payment recovery.
6. Achieving best possible prices for the supply and purchase of food, wet goods, equipment and supplies across all services.
7. Pricing of all goods for sale to ensure a fair and reasonable price is achieved across all services.
8. Establishing a climate that champions “value for money”.
9. Maximising opportunity for income.
10. Continuing internal audit and inspection of all spend, income and contracts.
11. Responsibility for all awards, gifts, grants and spend (within director authorisation and compliance limits).
12. Investment.
13. Grant and bid management. Ensuring WBC CIC is aware of all opportunities to expand and support services.
14. Payment to schedules of building and maintenance works.
15. Working with agencies, fellow directors and staff to deliver a premium service for the benefit of the community and the success of WBC CIC

Director Six

Title: **Communication and Digital Awareness**

1. Responsible for procurement and management of all digital access and management platforms including sports, music and entertainment.
2. Responsible for maintaining membership database and communicating with members about their membership fees.
3. Web site profile and day to day updates and news items.
4. Media handling, issuing statements and writing press releases
5. Management and communication of diaries, appointments, events, competitions league games, opening hours and notices.
6. Publicity and communication with all members, funders, and partner agencies.
7. Training programmes for community, members of digital awareness and access.
8. Procurement of equipment and mechanisms for access and distribution to members and our community.
9. Pursuing opportunity and grants with support for the CIC commitment to digital access and awareness.
10. Working with agencies, fellow directors and staff to deliver a premium service for the benefit of the community and success of WBC CIC,