

NOTICE OF THE GREEN DRAGON COMMUNITY PUB STEERING GROUP  
ELECTION OF DESIGNATED OFFICERS

Now that The Green Dragon Community Pub Steering Group has negotiated a number of key milestones in process of acquiring The Green Dragon for the benefit of the community, as a Group we have reached a point where we now need to elect designated officers that will serve in official positions within the Steering Group. This will enable the Steering Group to continue with its registration as a Community Benefit Society and application for a bank account, through to the ultimate establishment of a Management Committee where the Steering Group will be disbanded.

The Steering Group has so far undertaken these Officer Roles in an informal capacity, but now is the time for the Group to invite all members of the 'Save the Dragon' Facebook Group to put themselves forward should they wish to be considered for one of the following Officer Roles:

**Chair (mandatory)**

**Treasurer (mandatory)**

**Secretary (mandatory)**

**Vice Chair (not mandatory)**

An overview of the responsibilities of these roles can be found at Appendix A

If you are interested in being considered for any of these roles or know of someone who would be interested, then you must complete the attached Nomination Form. All nominations must be seconded before submission otherwise the nomination will not be considered for the election.

The closing date for all Nominations is **Monday 30<sup>th</sup> November 2020**.

Nominations can be submitted using either of the following forms of communication:

- **Email** – [savethegreendragoncsn@gmail.com](mailto:savethegreendragoncsn@gmail.com)
- **Post** – Return in a sealed envelope to Combe Village Shop

Following the closing date, if there are nominations for the available roles, then elections will take place involving all members of the 'Save the Dragon' Facebook Group.

Due to current COVID-19 restrictions, voting will take place via an electronic system accessible online. A link will be published on the 'Save the Dragon' Facebook Group prior to the vote opening. Alternatively, you can return votes in a sealed envelope to Combe Village Shop.

The vote will open on **Monday 7<sup>th</sup> December 2020** and close on **Friday 11<sup>th</sup> December 2020**. Any votes received after the deadline will not be counted.

All results will be published on or before **Monday 14<sup>th</sup> December 2020**.

## Appendix A – Roles and Responsibilities

### **Main Duties of the Chair**

The Chairperson of the Steering Group has three main elements to his/her remit as follows:

- Leading the Group and overall community project
- Planning and running the Steering Group meetings
- Acting as spokesperson/figurehead

In running meetings, the Chairperson must ensure that the aim of each meeting is met, that all members have been able to fully participate, and that the meeting starts and finishes on time. The Chairperson will also be required to make sure each agenda item is discussed fully, summarise discussion as it progresses, and ensure that the Steering Group are clear about any decisions and/or actions that have been agreed.

### **Main Duties of the Treasurer**

The Treasurer of the Steering Group has three main elements to his/her remit as follows:

- Keeping an overview of the finances of the Community Group
- Reporting into meetings
- Making sure the group has the right financial policies and procedures in place.

Specifically, the Treasurer should record all transactions and give receipts for all monies received, bank or deposit all cash held, work out budgets for the Group and update regularly the financial position of the Group.

### **Main Duties of the Secretary**

The Secretary of the Steering Group has the following main responsibilities:

- Supporting the administration of the Group including correspondence
- Facilitating and supporting Group meetings

Specifically, the Secretary will support the administration of meetings and prepare minutes, keep all Group members updated on progress, and be the main point of contact for all local and external enquiries.

### **Main Duties of the Vice Chair**

The Vice Chair will be responsible to assist the Chair, as well as fulfil the duties of the Chair at meetings should they be unavailable

## Appendix B – Nomination Form

Full Name:

Address:

Telephone Number:

Email address:

Nominated by (please print):

Signed:

Date \_\_/\_\_/\_\_

Seconded by (please print):

Signed:

Date \_\_/\_\_/\_\_