



Members of the Society

Democratic ownership, member engagement and approval of matters reserved to Members

Management Committee

Strategic leadership, governance, oversight and collective accountability for the Society

Core accountabilities • Comply with Rules and legal duties • Set strategy, business plan and priorities • Approve budgets and monitor finances • Oversee risk, compliance and assurance • Support safe, effective volunteer operation	Committee composition • Normally 3–9 Committee Members • Majority elected by Members • Co-opted members may add skills or capacity • Quorum: 3 members or one-third, whichever is greater • Simple majority voting unless Rules state otherwise	Officer roles • Chair: leads meetings and governance • Secretary: notices, minutes, records and filings • Treasurer: budgets, cash flow and controls • DPS: premises licence and alcohol compliance • Ordinary Member
--	--	---

Operational Committees report to the Management Committee

Finance, Stock and Fundraising Core accountabilities: • Prepare budgets, forecasts and cash-flow updates • Monitor income, expenditure and financial controls • Coordinate grant applications and fundraising activity • Oversee stock purchasing, stock control and margin performance • Support transparent reporting to Members and the Management Committee	Governance, Property and Maintenance Core accountabilities: • Ensures fire, pest, electrical and gas checks are completed as per legislation. • Coordinate premises repairs and planned maintenance • Oversee compliance actions, risk controls and insurance-related requirements • Ensures cellar management is safe and compliant and inductions are completed • Report property, governance and maintenance risks to the Management Committee	Catering, Events and Volunteers Core accountabilities: • Plan catering, events, bookings and community activities • Ensures all cleaning paperwork etc are completed • Coordinate volunteer recruitment, rotas, induction and training • Promote safe food handling and volunteer welfare arrangements • Support customer experience, events delivery and community engagement • Escalate volunteer, event or operational issues to the Management Committee
--	--	--



Operating Committee Budgets and Autonomy

Operating Committees will have their own agreed budgets and delegated autonomy to take the actions required for the benefit of the Society, within the strategy, policies and controls approved by the Management Committee.

Each Operating Committee will provide an update to the Management Committee on a quarterly basis, including progress, key decisions, budget position, risks and matters requiring escalation or approval.

Suggested Teams for each Operating Committee

Finance, Stock and Fundraising

Graham Atkinson
Matt Cooke
Paul Telfer

Governance, Property and Maintenance

Jon Dyson
Ben Dorrington
Jane Atkinson

Catering, Events and Volunteers

Sandrine Cooke
Amanda Dyson
Lynn Littlefair