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**Ilminster Fairtrade**

**Roles and Responsibilities of Management Committee Members**

**SUMMARY**

**CHAIRPERSON** Chairs the Management Committee meetings and AGM; assists the Secretary to produce the agendas; leads the Management Committee in making decisions; represents an unbiased viewpoint allowing free discussion to take place; has the casting vote on any unresolved issues; directs the general affairs of Ilminster Fairtrade; and ensuresthat Ilminster Fairtrade is represented at County, Regional and National events, where appropriate.

**VICE CHAIRPERSON** Deputises for the Chairperson, in their absence, and supports them to fulfil the duties outlined above.

**SECRETARY** The ‘principal administrator’ for Ilminster Fairtrade, dealing with all correspondence, distributing to relevant members of the Management Committee for a response, where required; carries out administrative duties, e.g. preparing and updating the two-year Implementation Plan, that enable the Management Committee to function effectively; prepares and distributes the Management Committee meeting Agendas, Minutes and supporting papers; takes Minutes of all Management Committee meetings and distributes copies; retains signed copies of all meeting minutes on file; ensures copies are made available to all Club Members via the website.

**TRADER LIAISON** The primary contact on the Management Committee for all trader enquiries; maintains a record of existing stockists of Fairtrade products within the town and reviews this at least annually; provides information and resources to traders interested in stocking Fairtrade products; issues window stickers and other resources, e.g. Fairtrade Fortnight materials, to participating traders.

**TREASURER** Looks after the finances of Ilminster Fairtrade (which does not hold funds); keeps detailed written records of all transactions; attends and reports to the Committee meetings and AGM; holds a bank account in the name of Ilminster Fairtrade and acts as a primary signatory on the account (and appoints others, as agreed by the Management Committee); approaches local businesses and other community organisations for corporate sponsorship/donations; and prepares annual balance and profit and loss sheets for AGM.

**SCHOOLS’ CHAMPION** Helps toeducate and increase awareness of Fairtrade among school-aged children in and around Ilminster; takes the lead in organising school-based Fairtrade events and activities appropriate to young people and their parents; liaises with other local schools to increase awareness of and participation in local Fairtrade activities, help them to apply for Fairtrade awards, where appropriate.

**CHURCHES CHAMPION** Helps toeducate and increase awareness of Fairtrade among the local Churches and other faith groups in and around Ilminster; takes the lead in organising faith-based Fairtrade events and activities appropriate to their congregations; liaises with other local faith groups to increase awareness and participation in local Fairtrade activities, help them to apply for Fairtrade awards, where appropriate.

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**CO-OPTED TOWN COUNCILLOR** The nominated person within Ilminster Town Council for Fairtrade; upholds the Council’s commitment to Fairtrade; provides an insight into community events and developments that could support, or undermine, proposals put forward by the Management Committee.

**CO-OPTED CHAMBER OF COMMERCE AND TRADE** The nominated person within Ilminster Chamber of Commerce and Trade for Fairtrade; provides insight into the priorities of local businesses; identifies opportunities for collaboration; provides an insight into community events and developments that could support, or undermine, proposals put forward by the Management Committee.

**COMMUNICATIONS OFFICER - VACANT -** Raises the profile of the Ilminster Fairtrade and the Fairtrade movement locally (in the community) across the county, region and beyond; builds a relationship with the local media; works with the Chairperson and Secretary to optimise the profile and information available to all on the Ilminster Fairtrade website; co-ordinates social media releases; updates and improves the Ilminster Fairtrade website by liaising with other members of the Management Committee.