**SPAA JOB DESCRIPTION FOR REGULAR COMMITTEE MEMBER**

Committee members are usually elected at the AGM held in July of each year. However, members can be co-opted at any time during the year when the need arises. The SPAA committee comprises a minimum of 5 members, including the named roles of Chairman, the Treasurer and the Secretary. There should be no more than 9 members in total.

Being a committee member is voluntary and unpaid.

Background: The Swallowfield Parish Allotments Association (SPAA) rents Calico Field from the Parish Council, paying annual rent, water bills and maintenance costs out of the rents paid by plot holders. Any profits generated (eg from plant sales) are used to maintain the site and any equipment.

Expected duties of a Committee member:

* attending monthly/6 weekly meetings during the spring and summer months, (fewer in the winter).
* attending working parties where possible. These usually occur at weekends or in the early evenings throughout the year and are only held when there are specific jobs to be done (such as maintaining the public footpath which runs adjacent to the site, trimming internal hedgerows, strimming the front border etc)
* Committee members can be contacted by plot holders through the committee@ webmail address. Usually, the 3 named roles sort out any issues that arise.
* Contributing to running the Open Morning, our annual main fundraising event eg setting up and taking down stalls, manning a stall, serving refreshments etc
* Contributing ideas and helping out in the event of any social function
* Helping out with site maintenance, the website, advertising SPAA, according to skillset!