

Trust Board Roles and Responsibilities

Version 1.0

July 17th, 2006

George Hudson

Purpose: To create a common understanding of roles, responsibilities and expectations within the Trust Board that will be a platform for its operational activities and facilitate improved communication with members and non-members alike.

Roles

1. CHAIR - Stuart Cree
2. VICE CHAIR - George Hudson
3. SECRETARY - Steve Johnson
4. MEMBERSHIP BONDS & ADMINISTRATION - Rob Donaldson
5. TREASURER - David Hoyle
6. TRUST COMMUNICATIONS - Alan Walkinshaw
7. SPECIAL PROJECTS - Neil Chapman
8. COMMERCIAL OPPORTUNITIES - Gary Kimber (CO-OPTED)
9. SCFC CLUB BOARD DIRECTOR - Norman Beverley, David James, Dan Levy Mark Maguire
10. STADIUM RE-ACQUISITION - David Hoyle

Responsibilities

1. CHAIR
 - a. Creator and owner of the 5 year plan
 - b. Creator and owner of the lower level 1year plan
 - c. Chair's statement to Members x 2
 - d. Chairman's CFC Board report to the Trust Board x 12
2. VICE CHAIR
 - a. Help with all areas as required
3. SECRETARY
 - a. Know the rules!
 - b. Set Board meeting dates and issue invites x 12
 - c. Manage meeting minutes x12
 - d. Report on all actions x 12
 - e. Organise Fan's Forum x 1
 - f. Organise Members' Social x 2
 - g. Organise AGM x 1
4. MEMBERSHIP, ADMINISTRATION & BONDS SECRETARY
 - a) Membership administration
 - b) Membership recruitment
 - c) Membership retention
 - d) Membership recruitment drive x 1
 - e) Membership reports x 12
 - f) Bond administration
 - g) Bond recruitment
 - h) Bond recruitment drive x 1
 - i) Bond reports x 12
 - j) Provide administrative support for the other Board members as and when required
 - k) Ensure all players and team management join the Trust
5. TREASURER
 - a. Setting and administering annual budget x 1
 - b. Report on finances and give forecast x 12
 - c. Ensuring PayPal payments are passed on and received

- d. Liaise with accountant to produce audited annual accounts
- e. Liaise with Membership/Bonds Secretary to reconcile membership and bond figures

6. COMMUNICATIONS

- a. Communications, Actions and Events calendar
 - i. Fans' forums x 1
 - ii. Members' social (informal version of the above) x 2
 - iii. AGM x 1
 - iv. Trust programme notes x 23 (roll-up into Web site)
 - v. Web site update x 12 (roll-up into Newsletter)
 - vi. Mailed newsletter to members (what we've done) x 3
 - vii. 5 year plan x 1 (add to web site, include in one newsletter, include in one programme)
 - viii. Lower level 1year plan x 1 + 3 updates (add to web site, include in one newsletter, include in one programme)
 - ix. Chair's report x2 (roll-up into newsletter, web site, programme, press)
 - x. Recruitment drive x 1
 - xi. Bond drive x 1
 - xii. Finances and budget x 12 web site, x 3 newsletters and x 1 AGM
 - xiii. Membership report x 12 web site, x 3 newsletters and x 1 AGM
 - xiv. Bond report x 12 web site and x 1 AGM
 - xv. 'Any questions' x 1 for the web site and dissemination as you wish (hosted by fan Simon Holt)
- b. Web site updates x 12
- c. Newsletter x 3
- d. What we will not communicate and why (x1 in each form of media)
- e. Organise 'Any questions' sessions with Simon Holt and the Trust Board
- f. Ad hoc communications via any media

7. SPECIAL PROJECTS

- a. Ad hoc

8. COMMERCIAL OPPORTUNITIES (CO-OPTED)

- a. Web site performance - page views and £ generated - x 12 reports
- b. Web site marketing
- c. Opportunity identification - 12 x reports
- d. Revenue generation - 12 x reports

9. SCFC CLUB BOARD DIRECTOR

- a. Delivering the 5 year plan
- b. Delivering the 1 year plan
- c. Trust Programme Notes x 23

10. STADIUM RE-ACQUISITION

- a. Ensuring that the Trust is represented in all negotiations, meetings and discussions to do with the re-acquisition of Edgeley Park for the football club.
- b. Stadium Re-Acquisition reports to the Trust Board x 12