

Friends of Carrington Moss - Committee Roles



There are three statutory roles on the Committee, the Chair, the Treasurer and the Secretary. The Friends of Carrington Moss have appointed some additional roles to help with the work that is needed.

The Friends Committee will, in consultation with the wider community, agree a plan of activities which take place on Carrington Moss. Some activities have been identified and held already, and ideas for additional activities can be proposed by the community or other members of the Committee. These may include regular events (such as community dog walks) and adhoc activities which may only happen once (a photography competition, for example). All members of the Committee will help with the preparation for the activities, drawing on the skills and experiences of local residents to help make our events a success.

A summary of each identified role is set out below. If you have any questions or would just like a bit more information, please contact us at **FriendsofCarringtonMoss@gmail.com**.

Chair:

The Chairperson must ensure that the Committee functions properly; that meetings are planned and conducted effectively, that there is full participation during meetings; that all relevant matters are discussed and that effective decisions are made and carried out.

The Chairperson may, from time to time, be called upon to represent the Friends Group. The role of a Chairperson can be time consuming, with a number of activities between meetings, external representation of the organisation, and work with associated bodies. The Chairperson will also build and maintain relationships with a wide variety of individuals with an interest in Carrington Moss, such as those representing landowners, specialist groups (eg Cheshire Wildlife Trust) and politicians/local authority officers. It is important that the Friends Group are seen as the point of contact for communication and genuine consultation with local residents for any developments which impact Carrington Moss and this will not happen without strong relationships being developed.

The Chairperson will typically attend all meetings of the Committee and must ensure the Committee represents all parts of the community in their activities.

Treasurer:

The Treasurer has a watchdog role over all aspects of financial management relating to the Friends Group. Working closely with other members of the Committee to safeguard the finances, the Treasurer will be responsible for: general financial oversight; financial planning & budgeting; financial reporting and banking & book-keeping.

Given these responsibilities, the Treasurer typically acts as an information and reference point clarifying the financial implications of proposals and outlining the current financial status of the Group's funds. It should be noted, however, that responsibility for the Friends Group finances rests with the Committee as a whole.

The Treasurer will typically attend most meetings of the Committee. It is also good practice to set up a finance sub group to manage and monitor the finances, which would comprise the Treasurer and 2 other members of the Committee.

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Secretary:

The Secretary is crucial to the smooth running of the Friends Group. This involves activities before, during and after Committee meetings including: planning the agenda for meetings with the Chairperson; ensuring notice is given to all participants; circulating materials both before and after the meeting; ensuring that the notes/minutes of the meeting adequately record the discussions and agreed actions; reminding and chasing action updates; planning and orchestrating the annual general meeting (AGM) and coordinating the development of the annual report.

The Secretary also ensures policies and procedures are in place and up to date and that the Friends Group activities meet good practice guidelines. The Policies required will be determined by our activities but could include (for example): Health & Safety, Safeguarding, Expenses, etc. The Secretary will typically attend all meetings of the Committee.

School Liaison:

The role of the FOCM School Liaison representative is to network with local primary and secondary schools to promote the FOCM campaign through educational events which highlight the importance of Carrington Moss. Educational activities can include visits to the Moss, researching and sharing information between schools (and more widely), particularly looking at the essential habitat for the endangered wildlife and birds which breed and feed on the Moss, the impact of air pollution and the features of a plan to address the climate emergency (which can be shared with the Local Authority). The aim is to develop the interest in, and support for Carrington Moss from young people, with a view to establishing its future protection.

Website Manager:

The FOCM Website Manager develops and maintains our website, securing content and updating materials as new information becomes available.

Community Engagement Representative:

The Community Engagement representative will build and maintain relationships with a wide variety of individuals with an interest in Carrington Moss.

Researcher(s):

The Committee will be supported by Researcher(s), who will access and publish materials which are of interest to the Friends group and the wider community, such as nature and ecological studies, historical information and public policy (local and national). The Committee currently includes a Historian who has been researching various aspects of Carrington Moss on our behalf.

Subject Matter Experts:

The Committee will draw on the specialist knowledge of a range of subject matter experts, with a wide variety of skills and experiences that will be helpful in our campaign to preserve and restore the area known as Carrington Moss. This could include specialists in a particular field (Public Rights of Way professionals, Peat Moss experts, for example), or individuals representing a specific group (such as horse-riders, cyclists, etc). The Committee currently includes a Subject Matter Expert – Horse Riding.

Other Roles:

From time to time, the Committee may identify other roles to support our plans or activities. These will be discussed in Committee meetings and this document will be updated accordingly.