Addiscombe & Shirley Park Residents' Association
www.aspra.uk
facebook.com/TheASPRA
an independent, non-politically aligned organisation run for and by the residents of Addiscombe

ASPRA Committee Roles

Chair

The key role on the Management Committee, taking the lead at meetings, and acting as a figurehead in external representation of the Association.

To ensure that the Committee functions properly and that there is full participation during meetings, that all relevant matters are discussed, that effective decisions are made and carried out. Items on an Agenda normally fall into three categories: for information, discussion or decision.

To liaise with Residents and Road Representatives over issues they may have and to delegate as necessary.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain your individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Vice-Chair

To support the Chair, liaise with and undertake assignments at the request of the Chair, and act for the Chair when they are not available.

(To ensure continuity it is necessary that the Chair has a deputy who can assume their responsibility and be familiar with their work should a sudden or planned absence occur.)

To chair meetings when the Chair is unable to do so.

To assist with the organisation and administration of the Association as necessary.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain your individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Treasurer

Overall to maintain an overview of the Association's financial status and to handle the money.

To ensure that proper financial records and procedures are maintained.

(It is important to stress that final responsibility for financial matters always rests with the Management Committee as a whole.)

Must have their eye on the bigger picture, to know where finances stand and to plan accordingly.

To be responsible for financial transactions.

To present (audited) Annual Accounts at the AGM, and to be able to present accurate, up-to-date summaries and figures at Committee and other ASPRA meetings and when otherwise requested by members of the Committee.

To be in overall charge of the Association's bank accounts, and so to issue payments and expenses as necessary on ASPRA business.

(Up to four members of the Committee are eligible to access the bank accounts, but only the Treasurer should make payments and transfers between accounts unless they deputise responsibility on occasion.)

To liaise with Membership Secretary about deposit and reconciliation of membership subscriptions, with Advertising Manager about advertising revenue, and with Projects Coordinator about other donations.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain your individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Must have good numeracy skills and be comfortable with online banking.

Secretary

To support the Committee, assist with the organisation and administration of the Association.

To organise meetings, plus refreshments, book rooms, write minutes of meetings, and to communicate relevant information to members to assist with correspondence, keep records and liaise with outside organisations as appropriate on behalf of the Chair and Association.

To liaise with the Committee over preparation and distribution of the agenda at meetings.

Must have good numeracy skills and be comfortable with online banking.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain your individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Requires reasonable IT skills.

Magazine Editor

To liaise with Advertising Manager regarding advertising status and production of adverts for inclusion in the ASPRA Magazine.

To liaise with Committee members to gather relevant information for inclusion.

Ensure appropriate publication quantities, based on

- Road Representative details
- Membership numbers
- ASPRA area total households
- Advertiser and other local group copy requirements

To communicate and locate potential and existing writers for articles.

To communicate and keep up to date with local events and local organisations for publication in the magazine.

To coordinate content and advertising copy to provide appropriate mix and quantity for agreed page count

To produce copy for the magazine.

To liaise with printers for production and publication of the magazine in a cost-effective manner.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain your individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Needs good IT and editing skills

Advertising Manager

To maintain list of magazine advertisers, contact details and invoice schedules.

Invoice advertisers at appropriate time for magazine preparation.

Collect payments and progress invoices.

Collate advertising bank payments and ensure Treasurer has full visibility of necessary detail.

To ensure copies of latest magazine are provided for each current advertiser.

To maintain contact with existing advertisers and visit local retailers etc. to build new advertising and revenue.

To provide appropriate print ready advertising copy and images for part page adverts to Editor.

To provide backup for communication with Printer and Road Representatives to support Editor.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain your individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Appropriate IT and inter-personal skills

Membership Secretary and Contact Manager

To work with Road Representatives to encourage retention, and recruitment of new members.

To liaise closely with Road Representatives over membership and subscriptions.

To liaise closely with Treasurer and Road Representatives over payment and reconciliation of subscriptions.

To maintain the master file containing details of all households in the ASPRA area, thus to record and advise on all membership status and changes.

To maintain and update members' email details.

Provide statistics for membership and report as appropriate.

To report on changes of membership and to comment on any known trends.

To liaise with the Committee as necessary regarding Road Representatives and membership details.

To maintain confidentiality of members' details.

To liaise with and respond to requests from other Committee members, Road Representatives and ASPRA members.

To collate appropriate information for individual and group emails as and when required, maintaining relevant levels of email privacy.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain your individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Needs good general IT skills, plus Excel, internet tools and email.

Projects Coordinator

To manage and progress existing projects and new proposals. Keep the committee informed and involved, providing relevant factual information to enable the committee and ASPRA members to take informed decisions. Liaising with the Treasurer on affordability and fund-raising opportunities and apply for relevant funding through opportunities from the council and businesses.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain your individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Requires reasonable IT skills.

Social Media Coordinator

To manage ASPRA's presence on social media by posting informative and interesting local and national content for members, other residents, local businesses and groups to see and share.

To promote ASPRA as a positive influence in the area and to encourage membership and participation by regularly highlighting ASPRA's own activities.

To regularly research other pages/accounts of local interest and then to 'follow' from the ASPRA account in order to keep up to date with local events and news. To share posts from and to those pages where useful.

To ensure as far as possible the accuracy of content shared by the ASPRA account - whether original or shared from other sources - by exercising due diligence.

To manage and maintain socialmedia@aspra.uk and other direct message accounts (e.g. Facebook Messenger) to deal with residents' requests and enquiries. To research information and reply or to pass on questions to other committee members/local groups/Councillors.

To forward relevant content to Contact Manager, Web Manager and Magazine Editor for their separate circulation and to post content they (and other ASPRA members) may forward via direct message, email or during meetings.

To access social media account data (e.g. Facebook 'Insights') regularly to help with preparing ASPRA meeting reports and to provide committee with progress of social media accounts.

To share access to ASPRA's social media accounts with at least one other ASPRA volunteer.

To consider the need for ASPRA to run additional social media accounts, e.g. Instagram, Twitter, TikTok.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain your individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

Needs an understanding of how social media works along with basic computing skills. Needs a personal social media profile: required in order to become a Community page 'Admin'.

Web Manager

As and when appropriate, update relevant web pages with content changes. In particular the Member Updates and the Meetings, AGM and Magazine pages.

Add additional information, e.g. shop history details, to relevant areas of page(s)

Convert, as necessary, text and images for website from Committee members and other content providers prior to updating

Review all content for appropriateness and timeliness, frequency will be dependent on content of particular page(s)

Publish relevant magazine pages (Elected representatives etc) on associated website page(s)

Share appropriately any usage data from website service provider

Publish PDF versions of agenda and reports in advance of AGM and other public meetings

Publish PDF version of minutes of AGM and other public meetings.

Publish PDF version of each ASPRA magazine (Using 'Flowpaper' package for production of the flipbook. Manage necessary renewals of aspra.uk domain with appropriate supplier(s)

- Website and WordPress webpage tool
- aspra.uk email addresses and available message capacity
- Manage additional software, licences etc (Currently Flowpaper and CoreFTP)

Share login and password details with another 'technical' ASPRA volunteer.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain your individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.

General IT skills and ability to learn and use appropriate software.

Events Coordinator

To develop and manage events for ASPRA.

To make efforts to attend meetings and events and assist with other tasks as required, subject to individual availability.

To maintain your individual aspra.uk email account, prioritising the freeing up of space by regularly deleting obsolete email threads.