

AtLAS (Aadastral Park Sports and Leisure)

Executive Committee Roles and Responsibilities

Chairman

- Status: Elected volunteer.
- Tenure: 3 years.
- Roles & Responsibilities:
 - Leads AtLAS organisation and Executive Committee team.
 - Liaises with Aadastral Park site management (British Telecommunications plc) / represents AtLAS at site management forums.
 - Liaises with AtLAS clubs, societies and contractors.
 - Sets strategic goals for AtLAS.

Vice Chairman

- Status: Elected volunteer.
- Tenure: 3 years.
- Roles & Responsibilities:
 - Deputises for and supports Chairman in their roles and responsibilities, as required.
 - Leads AtLAS publicity and communications activity:
 - Developing and maintaining the AtLAS website.
 - Producing the AtLAS News members email newsletter.
 - Contributing to the site-wide Aadastral Park newsletter.
 - Managing website voucher etc. offers.
 - Managing and advising on data privacy policy/communications.

Treasurer

- Status: Elected volunteer.
- Tenure: 3 years.
- Roles & Responsibilities:
 - Ensures financial security and probity of AtLAS, including strategic financial planning.
 - Administers AtLAS bookkeeping and accounting.
 - Provides regular and periodic (e.g. annual) statements of account, for AtLAS Executive Committee and AtLAS members.
 - Coordinates AtLAS grant activity.

Secretary / Administrator

- Status
 - Secretary: Elected volunteer.
 - Administrator (*alternatively*): Paid Contractor
- Tenure:
 - Secretary: 3 years
 - Administrator (*alternatively*): Rolling Appointment
- Roles & Responsibilities:
 - Acts as general contact point for queries from AtLAS members and others.
 - Administers AtLAS membership and membership records, including:
 - Membership acceptance
 - Payment mechanisms
 - Membership cessations
 - Management reporting to Executive Committee
 - Executive Committee Meeting and Annual/Extraordinary General Meeting support
 - Arranges meetings (time/date, place/method)
 - Produces/distributes Agenda(s)
 - Produces /distributes meeting minutes
 - Provides administrative supports to Chairman with liaison with AtLAS clubs and societies.

Note

The roles and responsibilities are correct and accurate at the time of writing but are subject to change by informal agreement and/or formal changes to the AtLAS constitution.

Current Post Holders

- Chairman – Carl Chittock
- Vice Chairman – Ian Read
- Treasurer – Steve Willett
- Secretary/Administrator – Darren Barnes (DJB Logistics Ltd)