

Appendix C –

Petherton Arts Trust - Description of Roles and Responsibilities of the Sub-committees

The Entertainments Sub-committee is responsible for:

- deciding the programme of artists and events throughout the year
- ensuring a balance of different events to a wide cross-section of the public
- maximising the use of the hall to ensure greatest income
- ensuring the widest promotion and awareness of events and facilities at the hall
- carrying out research to facilitate the above

The Building and Maintenance/Improvements Sub-committee has responsibility for:

- identifying and prioritising necessary capital expenditure on the hall
- for advancing grant applications for specific capital projects to likely sponsors

The Fund-raising/Public Relations Sub-committee is responsible for:

- fund-raising initiatives and creating awareness of the hall's financial needs
- identifying possible sponsors of specific events (in conjunction with the entertainment's sub-committee)
- creating and maintaining good relations within the larger community linking, where possible, with other interest groups to ensure minimum conflict with other similar resource providers

The Volunteers co-ordinator(s) is responsible for:

- identifying area where volunteer assistance is needed, recruiting and managing the pool of volunteers, ensuring that they are used to maximum effectiveness and keeping them up to date with hall policy and news
- organising and providing training where necessary to ensure that there is a skills pool available for equipment used in the hall

Finance Sub-Committee is responsible for:

- monitoring budgets
- identifying cost savings in delivery
- identifying further sources of long and short term funding to subsidise activities

The diagram below illustrates the current management structure.

