



MANAGEMENT COMMITTEE MEMBER ROLE DESCRIPTION

About the Farm

The Community Farm is a not-for-profit social enterprise based in the Chew Valley, just outside Bristol and Bath. We are a nature-friendly, organic farm, working with a network of producers who share our ethics, to supply fresh, local and organic food to hundreds of households throughout Bristol, Bath, the Chew Valley, Frome and Weston-Super-Mare. We aim to grow community as much as we grow food. Every year we welcome over 1,500 people onto the land for volunteering sessions, wellbeing courses and events centred around food, farming and connection to the land.

Who are we looking for?

We need people who are strongly self-motivated and have a deep enthusiasm for food, farming and the natural world. The Farm is an inspiring place to work, and the enthusiasm of our wonderful volunteers, including the management committee members, keeps everyone motivated. Involvement at The Farm does mean that you need to relish the farm environment. Unfortunately, there is no public transport to The Farm, so you must be able to drive and have access to a car, or be a keen cyclist.

Terms and Conditions

Job type: the role of management committee member is unpaid. Reasonable travel expenses can be reimbursed if required.

Hours: approximately 8 hours per month as a minimum.

Location: In-person meetings take place at The Community Farm, Denny Lane, Chew Magna BS40 8SZ. There is the option of joining online if essential. Most subgroup meetings are online. Attendance at occasional seasonal events at the Farm is encouraged.

Main Purpose of the Job

Members of the Management Committee are responsible for overall governance of The Community Farm. This means making sure that systems and processes are in place, and followed or refined, to deliver strategic direction, oversight and supervision, compliance with legal and other duties, and financial viability. Day-to-day operational management of the Farm is carried out by the Senior Staff Team. Your role as part of the management committee ensures that everything about the Farm is moving in a good direction, for the project to thrive and flourish.

Position in The Community Farm

Reports to and supported by: Chair of the management committee.

Main relationships: Senior Staff Team and fellow management committee members.

Duties and Responsibilities

This is not an exhaustive list of duties but gives an outline of the roles and responsibilities of this position.

Committee Member Duties

- Being familiar with and abiding by the Rules of The Farm; upholding its purpose and values.
- Being familiar with key Policies and contributing to their development.
- Understanding and helping develop the Strategic Plan.
- Providing advice and support to the Senior Team in delivery of the Strategic Plan, including providing assistance with fundraising.
- Attending MC meetings (currently bimonthly) and reading the papers in advance. If unable to attend, sending apologies and any comments on the papers in advance.
- Contributing constructively to MC business in service of The Farm's best interests.
- Being a pro-active member of at least one Subgroup by representing the MC within the Subgroup, attending quarterly or monthly Subgroup meetings and providing liaison with the rest of the MC.
- Providing advice and support to the Managing Director and the Chair as required.
- Attending the AGM and other meetings and events as appropriate.
- Being supportive and constructive in all dealings with Farm staff and volunteers.
- Maintaining clear and timely communication with the Managing Director, Senior Team and the Chair.

Legislative Responsibilities

- Being familiar with and upholding legal duties as a Director of a Limited Company.
- Taking a proactive approach to financial probity, confidentiality, and potential or actual conflicts of interest, in order to meet policy and legal requirements.
- Ensuring policies and practices are in place to help create a safe workplace for all staff and visitors.

- Helping meet all Environmental Health, Food Hygiene and Trading Standards regulations

General Responsibilities

- Acting enthusiastically as an ambassador for the aims and reputation of the Farm
- Communicating kindly, openly and clearly at all times with colleagues, volunteers and visitors

Closing date: Notice to stand for election to the committee is required by the beginning of October 2024

Interview Date: There are no formal interviews for this role, instead you will need to attend a 'Finding out about the Farm' session at the Farm, join at least one management committee meeting in July and/or September, and (ideally) attend the AGM on the evening of 13 November 2024.

Start date: November 2024 following elections at the Annual General Meeting

Inclusivity Statement

The Community Farm recognises that the farming and environmental sectors are amongst the least diverse employment sectors. We aim to be an inclusive employer and organisation. Studies have found that women and candidates from minoritised communities do not apply to roles unless they meet 100% of the criteria. We encourage candidates to apply even if they do not meet all the criteria.

Contact: for any questions relating to this application, please contact news@thecommunityfarm.co.uk