

Making a Management Committee Template

Position Title: _____
Responsibilities: _____

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Suggested Roles and Responsibilities:

1. **Caretaker:** In charge of the general maintenance and upkeep of the structure, as well as its use. Jobs include keeping the schedule up to date and accurate, locking and unlocking the building, and ensuring repairs are made in a timely manner.
2. **Financial Officer:** In charge of money collected for events hosted at the K2 Community Hall. People hosting events other than community meetings should contribute to use it, with the exception of workshops that aim to develop and empower the community. The hall is also available for people from other communities that would like to rent out the space. The amount to be contributed should be agreed by the Community Hall steering committee. The financial officer has to charge for the event and deposit the money in the bank account. This money is to be used for maintenance of the community hall. This includes clean-up and repairs.
3. **Maintenance Officer:** Is in charge of cleaning up the community hall after events and making sure everything is in order. People who plan events are in charge of cleaning up after themselves. However, this person should make sure the hall is clean after every event and clean the hall once a week. If something gets broken or vandalized, the Maintenance Officer is in charge of letting the steering committee know. The steering

committee should then decide on how to address it. They can use money collected from events or ask for community contribution in order to fix it.

- 4. Liaison from Outside Settlement:** In charge of being an impartial voice in the steering committee. This person should look out for the best interest of the Community Hall and give suggestions on how to manage it.