



# KNOWLE MASONIC CENTRE



## **Roles of the Volunteer Directors and the Board.**

**The Board:** The Board are volunteers whose role is to ensure an efficient masonic facility in Knowle – balancing the need to provide a facility of excellence and choice to current masonic members and also to create the kind of facility which is open and attractive to future generations of masons such that KMC becomes a long term sustainable facility with financial stability. The Board's legal objectives are well stated by Corporate and Common Law.

**Chairman:** To ensure the Board fulfils its obligations to the members. To set the Board, the near and medium term strategic and operating direction through discussion with the Board members and ensure plans are in place to deliver the plans and such plans are executed. To ensure the Temple and its Board comply with all regulatory, compliance and Governance matters and has an open and transparent approach to all of its policy and governance matters.

**Risk and Regulatory Director:** To manage Insurance, Bar Regulatory, and all licensing matters including adherence to all appropriate law including Health and Safety regulation. Special Responsibilities – management of contracts and of relationship with Outsourced Caterer.

**Finance Director:** To manage the financial affairs of the Temple's Limited Company, and to ensure adherence with all appropriate Tax, accounting and Corporate law. To maintain company financial records and ensure the Company accounts are appropriately drawn up, audited and filed and the company bank accounts are appropriately run. To ensure there is an appropriate level of financial control in the Temple financial matters.

**Co. Secretary, IT and Booking Director:** To deal with all company secretary matters and control all bookings of the facility in accordance with temple pricing policy. To be a conduit for all newly interested parties/potential members. To provide a well-functioning and professional web facility that is useful for members/non-members/potential members alike.

**Maintenance Director:** To maintain all physical aspects of the Temple and its site through a set of approved sub-contracting suppliers. To take an appropriately balanced preventative and corrective view on all property matters with primary view of providing a long term sustainable facility. To recommend and implement the annual upgrade programmes.

**Social events and PR Director:** To generate appropriate third party income for the facility through providing social events at the Temple. To generate public interaction and interest in temple and local Masonic matters through interactive activities with the temple and any local charities or other Local interest organisations so that we live true to the stated aim of being 'Freemasons in the Community'.