

ASPRA currently have the following vacancies and would very much welcome nominations for these positions.

Chairperson Steve White (acting chair)

Vice Chairperson Mary Alexander (acting vice chair)

Editor

Webmaster either full role or as support and back up working with current webmaster

In addition, nominations are welcome for the positions of:

- Secretary
- Treasurer
- Advertising Manager
- Postmaster
- Membership Secretary
- Project Consultant

The officers in these positions are not standing down, but, the opportunity is being given for someone else to undertake the role and if nominated and seconded will be voted upon.

If you are interested in supporting ASPRA by being nominated for any of the above positions, then please let the secretary know.

Should you wish to volunteer as a general 'helper', again please let the Secretary know.

To assist you in making a decision, a document is attached describing the various roles.

If you require any further information, please do not hesitate to contact the Secretary or any of the committee.

Remember, this is **YOUR** Residents Association.

### **Chairperson**

The key role on the Management Committee, taking the lead at meetings, and acting as a figurehead in external representation of the Association.

To ensure that the Committee functions properly and that there is full participation during meetings, that all relevant matters are discussed, that effective decisions are made and carried out. Items on an Agenda normally fall into three categories: for information, discussion or decision.

To liaise with Residents and Road Representatives over issues they may have and to delegate as necessary.

### **Vice-Chairperson**

To support the Chairperson, liaise with and undertake assignments at the request of the Chairperson, and act for the Chairperson when he/she is not available.

To ensure continuity it is necessary that the Chairperson has a deputy who can assume their responsibility and be familiar with their work should a sudden or planned absence occur.

To chair meetings when the Chairperson is unable to do so.

To assist with the organisation and administration of the Association as necessary

### **Secretary**

To support the Chairperson, assist with the organisation and administration of the Association.

To organise meetings, refreshments, book rooms, write minutes of meetings, and to communicate relevant information to members to assist with correspondence, keep records and liaise with outside organisations as appropriate on behalf of the Chairperson & Association.

To liaise with the Chairperson over preparation and distribution of the agenda at meetings.

To support the Chairperson in ensuring the smooth running of the Management Committee.

Requires reasonable IT skills.

### **Treasurer**

Overall to maintain an overview of the Association's financial status and to handle the money.

To ensure that proper financial records and procedures are maintained.

(It is important to stress that final responsibility for financial matters always rests with the Management Committee as a whole).

Must have their eye on the bigger picture, know where finances stand and to plan accordingly.

To be responsible for membership subscriptions and all other financial transactions.

To present Annual Accounts at the AGM, and be able to present accurate, up-to-date summaries and figures at Committee and Road Rep Meetings.

To be in overall charge of the Association's bank accounts, to issue payments and expenses as necessary on ASPRA business.

Three members of the Committee are eligible to sign cheques, but only two signatures are required at any given time.

To liaise with Road Representatives and Membership Secretary.

Provide the committee with regular bank statements

Must have good Excel skills.

### **Postmaster and Membership Secretary**

To encourage recruitment of new members.

To maintain the statistics of membership and report these at meetings.

Maintain & update members email details.

To maintain the master file containing details of all households in the ASPRA area to record and advise on all individual membership changes.

To report on changes of membership and to comment on any known trends.

To encourage growth of new members & to encourage them to become involved with local events & activities.

To liaise closely with Road Representatives over membership and subscriptions.

To liaise closely with Treasurer and Road Representatives over payment and reconciliation of subscriptions.

To ensure that a welcome pack is created for new Road Reps To liaise with the Magazine Editor, Webmaster and Postmaster regarding Road Representatives and Membership details.

Manipulate data presented in various formats.

Maintain confidentiality of member's details.

Liaise with and respond to requests from Chairperson, Vice Chairperson, Treasurer, Magazine Editor, Webmaster, Advertising Manager, Road Representatives & Members.

Send individual and group emails as and when required.

Needs good Excel skills, internet tools and email.

### **Magazine Editor**

Liaise with Advertising Manager regarding advertising status and production of adverts in the ASPRA Magazine.

Liaise with Postmaster, Webmaster, Treasurer and Membership Secretary regarding Road Representative details and membership numbers for input into Magazine and amount needed for publication.

Communicate and locate potential and existing writers for articles.

Communicate and keep up to date with local events & local organisations for publication in Magazine.

Produce copy for Magazine.

Liaise with printers for production and publication of Magazine in a cost effective manner.

Needs good IT and editing skills including Publisher.

### **Advertisement Manager**

Maintain list of magazine and website advertisers contact details and payment schedules.

Deliver copy of magazine to each current advertiser, with pre-payment advice or invoice for next advert.

Collect payments and chase as necessary.

Pay advertising revenue into bank account and advise Treasurer.

Maintain contact with existing advertisers and visit local retailers etc. to build new advertising and revenue.

Provide advertising copy if requested and publish print-ready advertising copy to Editor.

Provide backup for communication with printer and Road Reps to support Editor.

### **Webmaster** (Unelected Volunteer)

Manage renewal of website space and URLs for [aspra.org.uk](http://aspra.org.uk) and [theaspra.org.uk](http://theaspra.org.uk).

Manage Gmail domain for [theaspra.org.uk](http://theaspra.org.uk) (free of charge service for not-for-profit sector).

Convert text and images for publication on website from Committee members, advertisers, local groups, councillors, LB Croydon, other RAs, neighbourhood watch, health service etc. contacts.  
Publish PDF version of each ASPRA magazine.

Forward significant urgent notices and alerts to ASPRA postmaster.

Produce website updates approximately weekly, listing significant items as "Recent Updates".

Review all content on annual or more frequent basis.

Manage list of Local Organisations and check annually for accuracy.

Manage list of planning applications and develop listings by street

Maintain quarterly backup of website.

Share login and password details with another Committee member.

Test accuracy and quality of new content before publication.

Check visible presentation at least annually in multiple browsers (IE, Firefox, Chrome, Opera, Safari and on a sample of smartphone devices/browsers (if possible). Consider options for improvement.

Consider alternative hosting and editing solutions and cost implications.

Test Contact and membership renewal pages at least annually.

Gather usage data from hosting service provider and publish at Road rep meetings and AGM.

**ASPRA Projects Consultant** (Unelected Volunteer)

To assist with the progress of existing and new project proposals, liaise with the Chairperson, Committee, Road Reps, the Council and sometimes other Resident Associations, to include secure Small Grants Funding etc. on a consultative and reporting basis.