

Role Profile for Trustees of Oxborough Village Hall

Essential skills

- To read and understand committee reports seeking clarification if required and contributing positively to any debate.
- To take an equal share of lead roles, reporting back to Committee as necessary.
- Be prepared to help in ad hoc situations such as putting tables and chairs out / away, helping with putting up / taking down the marquee (3 or 4 times each year). We take into account that not everyone can carry out certain physical tasks but at present we do need help in this area.
- Act as a team player at all times by always considering others views and aiming to reach a consensus.
- Be prepared to challenge unacceptable views or practices especially relating to health and safety, legal requirements or lack of sensitivity towards our users.

Desirable skills

- Have ideas, be creative, be a good networker, have an awareness of village issues and demography, know our users, pop into our events when you can.
- Ability to produce flyers, tickets, written information, posts etc. This could be writing content or simply posting a short update on the hub or our Village Hall website.
- Related to the above point is confidence in using social media.