

## Tasks, Roles and Responsibilities

You should identify the different activities and tasks that need to be carried out and when these need to take place. You can then agree who will be responsible for each of them, ensuring that each task is achievable within the assigned timescale. Doing this will also help you identify where there are any 'gaps' for certain activities, so that you could consider if you need to look for additional help or volunteers.

**Task:** What needs to be achieved or completed? You may find it helpful to break it down into 'themes' such as *Fundraising and Events, Volunteering and Support, Marketing & Promotion, Fabric and Conservation* etc. For some tasks, it may be beneficial to include the main task, but put the detail of the task and its subcomponents into a separate document – for example, a separate Maintenance Plan document.

**Responsible person:** The person who should ensure the activity is carried out as planned, but the actual activity and task may be carried out by one or more other **persons involved in task**.

**Timescale:** when the task needs to be achieved by, and how long you expect it to take.

Below is an example of a completed template illustrating some of the tasks you could consider.

	<b>Task</b>	<b>Responsible person for delivery of task</b>	<b>Other persons involved in task</b>	<b>Timescale</b>	<b>Notes</b>	<b>Completed or on-going</b>
1	Fundraising and event tasks					
1.1	Organise summer concert	events lead	Events volunteers			
1.2	Collect and process gift aid envelopes	Treasurer	Events volunteers			
1.3	Liaise with village hall over joint events	Events lead	Events volunteer	November	Main meeting November, regular email / phone updates in between	
2	Volunteering and support					
2.1	Ensure volunteer roles are risk assessed and covered by insurance policy					
2.2	Manage volunteer flower rota					
2.3	Advertise new volunteer roles					
2.4	Manage volunteer cleaning rota					

3	Maintenance tasks					
3.1	Review & Update Maintenance Plan	Fabric Officer	Fabric subcommittee	March	Annual review of plan (eg add new tasks if required) See separate maintenance plans for detailed maintenance related tasks	
3.2	Update Log Book	Churchwarden	Fabric Officer / subcommittee	ASAP when tasks are carried out		
4	Marketing and promotion					
4.1	Articles for village newsletter		Committee members	quarterly	Rota basis for updates; themes for year decided in January	
4.2	Update website with events					
4.3	Check notice board is up to date					
5	Grant Applications					
5.1	Review priorities for capital works	Fabric Officer	Fabric Committee			
5.2	Research potential grant funders					
5.3	Prioritise grants to apply for					
5.4	Collect evidence to support application					
	Etc....					

For a blank, editable version of this template see the **Tasks Roles and Responsibilities TEMPLATE** document