

DHST – Nominated Roles & Responsibilities April 2019

Chair

- To provide direction to the Board and its members.
- Liaising with other heads of relevant parties e.g. Football Club Chair / Owners.
- Chairing Board meetings.
- Provide public comment when required.

Lead on DHST objectives, including:

- Lead the Board in setting / updating of objectives when required
- Ensure that DHST is on course to meet targets (and take remedial action if not)
- Coordinate annual report on objectives
- Give Chair's report at the AGM on the past year's work

Be a figure head for the Trust and set the tone for the Trust both internally and externally, by:

- Ensuring there is close cooperation with the owners of the Football Club
- Engaging with the Football Club Committee
- Engaging with Trust members and other fans
- Engage with media (via spokesperson)

Lead the Board, specifically:

- Chair Board meetings and ensure (along with Secretary) that they are conducted in accordance with DHST policy guidelines.
- Ensure that the Board operates as a team.
- Ensure that all agreed actions and decisions are acted upon.
- Take decisions when necessary (and seek to delegate decisions to other Board members where possible)
- Take an active part in resolving conflict within the Board bearing in mind the best interests of the organisation and its beneficiaries.

Vice-Chair

Oversight of fan ownership and ground development, by

- Working closely with both relevant group leads to ensure that both processes are coordinated together (including being in both working groups)
- Leading on communications with the Owners on these two issues
- Developing project plan and timelines and have overall responsibility for delivery of the Trust's objectives in this area
- Maintain DHST external communication (with spokesperson)

Support all Board members by ensuring all

- are inducted (receive appropriate training if necessary)
- are aware of their broader roles and responsibilities as a Trust Board member
- have clear objectives

Support the Chair, by:

- Ensuring DHST stays focused on its strategic priorities
- Support Chair on ensuring Board works as a team and resolves conflict if necessary
- Deputise for Chair when required

Treasurer

- Reporting back to the Board on all monetary matters including expenses.
- Preparing accounts for independent examination.
- Managing Trust bank account including payments to suppliers.

Communications

- Drafting/reworking communications strategy as necessary.
- Authoring or checking statements to be made public on the website or in other publications.
- Point of contact for all outside parties.
- Publicising DHST news and events on local forums and the Trust's own social media accounts e.g. Facebook, Twitter, Instagram.
- Collating all information published by others in the media to add to our own website.
- Writing regular articles for Dulwich Hamlet match day programmes
- Writing regular articles local community council newsletters and magazines.

Ground Development Lead

- Leading the ground development sub-group.
- Reporting back on progress at Board meetings.
- Liaising with the Owners and their consultants with regard to the new ground and attending meetings.
- Keeping on top of all items relating to planning and the stadium.
- Liaising with local political figures regarding the Club and stadium.

Membership Engagement

- Overall responsibility for Trust membership.
- Maintaining GDPR compliance.
- Administration of membership database.
- Collating and distributing newsletter.
- Looking after postal members.
- Member benefits.
- Membership renewals.

Match Day Operations

- Organising volunteers for matchdays
- Developing volunteering functions
- Co-ordinating poster partners
- Co-ordinate away coach travel

Community Development Liaison

- Engaging with local community and local groups through activities or events linked with the Football Club.
- Setting out a plan for the year including all fayres, events etc. and attaining targets described in the Trust objectives.
- Planning DHST stalls at local fayres such as the Lambeth Country Show and Goose Green Fayre.
- Attending local council or community group meetings which are relevant to DHST

Merchandise Lead

- Ordering new and repeat stock.
- Ensuring website merchandising info is up to date.
- Liaising with suppliers/external merchandise retailer.
- Dealing with customer orders not handled by our external merchandise provider.
- Developing new merchandise with others.

Webmaster

- Overall responsibility for ensuring the online public face of the Trust is always up to date.
- Liaising with external website administrator (if not able to update and run the website themselves).
- Liaising with membership lead to ensure membership system/automated emails function properly.

In addition to the roles above there are several collective responsibilities that all Board members are expected to participate in:

- Work in the shop on match days (min. 4 times per season).
- Attend and help at DHST-hosted events such as summer fayres, Christmas party.
- Participate in sub-groups where appropriate
- Encouraging more supporters to join DHST