



As of 16<sup>th</sup> August 2019

## MUCH Group – Hub Working Groups - Responsibilities

GROUP	REMIT	NAMES
<b>1. Resource management</b>	<ul style="list-style-type: none"> <li>• Fund raising</li> <li>• Financial management</li> <li>• Banking</li> <li>• Volunteer management</li> <li>• Staffing (perm and temporary), i.e. HR, Training</li> <li>• Company and tax returns</li> <li>• I.T. / I.S. Management</li> <li>• Insurance (buildings and liabilities)</li> </ul>	<b>Kevin Wright</b> Linda Squire Sally Raggett Mike Burke
<b>2. Communications management</b>	<ul style="list-style-type: none"> <li>• Publicity</li> <li>• Website and social media</li> <li>• Articles in press and magazines</li> <li>• Other groups communications (including User Groups)</li> <li>• Marketing and events planning</li> <li>• Opendays</li> <li>• Customer and staff feedback</li> </ul>	<b>Paul Turner</b> Sally Raggett Tony Raggett Kevin Wright
<b>3. Policies and Administration</b>	<ul style="list-style-type: none"> <li>• Constitution generation and maintenance</li> <li>• Business Plan</li> <li>• Budgets</li> <li>• Operational Management Plans</li> <li>• Working Group maintenance</li> <li>• Legislation compliance</li> <li>• Codes of conduct</li> <li>• Annual General Meeting</li> </ul>	<b>Sian King</b> Linda Squire Kevin Wright Jo Gillard (GAVO)
<b>4. Buildings and grounds management</b>	<ul style="list-style-type: none"> <li>• Building stage liaison</li> <li>• Landscaping liaison and management</li> <li>• Building systems management</li> <li>• Access control and security</li> <li>• Station build and operation liaison</li> </ul>	<b>Mike Burke</b> Geoff Cook Paul Turner Sally Raggett Jerry Ennis
<p>The names allocated are provisional and will be subject to further amendment and agreement (reminder – people can be in more than one group). Once agreed, future changes will be managed by the Policies and Admin. Group.</p>		