

Board of Directors Job Roles

The role of the Board of Directors is often misunderstood. The job carries legal responsibilities as well as social responsibility within the space. To summarise all that follows: "The role of the Board of Directors is to keep the space open and operating legally, and to aid the membership in ensuring the Hackspace achieves its aims".

The board do not have to take all tasks on themselves, they just need to make sure they are done by someone, be it a member, subgroup or an external organisation.

You don't need prior experience to take on a role, but it helps to be somewhat self-motivated. A minimum commitment of 4 hours a month to carry out the duties of your role is expected.

Legal Responsibilities

- Confirmation Statement
- Annual Accounts
- Paying Rent, Utility Bills, Service Charge and Business Rates (Similar to council tax)
- Ensuring health and safety duties are carried out including risk assessments, and replenishing PPE and first aid kits.
- Ensuring the physical space is fit for purpose including fire safety systems and electrical systems.
- Ensuring the space meets all its legal duties (e.g. data protection, etc.)

Mandatory Responsibilities

- Keeping the space open and in a good state of repair.
- Organise and pay for Hackspace Insurance.
- Call the Annual General Meeting (AGM) each September.
- Managing the company's finances, including paying owings in a timely manner, and keeping track of spending for annual accounts.
- Actioning the spaces disciplinary procedure when needed.
- Responding to member queries and issues.
- Reviewing purchase proposals.
- Keeping an eye on the forum.

Suggested Responsibilities

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| • Organising Members Meetings | • Running social media/web accounts |
| • Leading Hack-the-space Days | • Engaging with the membership |
| • Facilitating Skill Shares | • Organising tasks within the space & communicating them with members |
| • Applying for funding for the space | • Generally trying to improve the space |
| • Annual Members Survey | |

Suggested Roles

Chair

- Leads the Board of Directors, delegating tasks and responsibilities between the board.
- Calls and chairs meetings including the AGM and board meetings.
- The main point of contact between the board and membership.
- Organising Members Meetings, Hack the Space Days and other events around the space.
- Leads the disciplinary process when needed.

Secretary

- Managing Hackspace's email, replying to queries and delegating tasks to other members of the board/space.
- Taking and publishing meeting minutes.
- Managing communication via the website and social media channels (unless below Membership role is filled)
- Checking the post room at Wellington House for mail.
- Keeping the space's Google Drive and physical 'admin corner' in order.

Treasurer

- Keeping track of Hackspace's accounts and spending.
- Setting yearly spending budgets, membership fees and savings goals.
- Ensuring all Hackspace's owings are paid on time.
- Managing communications with the bank.
- Filling Hackspace's annual accounts and paying any corporation tax due.
- Paying business rates and applying to the council for rates relief annually.
- Preparing financial overviews for presentation to the membership at each AGM.

Development

- Developing the long term aims and objectives of the space.
- Making sure all decisions being made align with the long term goals.
- Applying for funding and grants.
- Developing relationships with key stakeholders - e.g. the council, local arts bodies, etc.
- Develop a secure future for the space.

Further Roles if enough members available

Membership

- Responsible for maintaining and increasing membership.
- Responding to membership queries and communicating with members.
- Organising members to lead the Wednesday Open Evening Tours.
- Maintaining the social media accounts and web presence of the space.
- Organising the membership email newsletter.