Chair (APL) – in Post	Buildings (KWR) – in post	Deputy Chair (KWR) – in post	Secretarial Control and Temple Diary and Bookings (MP) – in post
Strategy and Direction Target Deliveries Stakeholder Management Entity & Membership Governance Membership Stakeholder engagement Provincial Representation Capability Management Policies/Principles/values Policies Management Provincial Buildings Cttee Caterer/bar Management Liaison meetings	Fabric of Building Plumbing Electric Gardens and Car Park Maintenance Schedule Building Developments Regular property maintenance Cleaning and carpet cleaning Deep cleaning 5-year maintenance programme report Contractor management & compliance Code Compliance3	To cover for all aspects of chair role when required	Board Secretariat function Company secretarial function Bookings – masonic and social Annual timetable calendar Rental Agreements
Finance (JS) – in post	Communications Officer (AKY) – in post	Museum Officer (JD) – in post	Risk and Compliance Officer (NC) – in post
3-5 year annual financial plan Accounting control and systems Invoicing, Payments and receipts Tax, VAT and regulatory arrangements Financial policies (control, tax, rentals, collections etc) Annual Budget & Rent recommendation Banking arrangements Annual Statutory and Member Accts Heritage fund Liens, charges, credit Electronic banking Electronic payments	Comms approach and strategy Unit Engagement Scope and timing management Execution (sometimes via others) Media distribution approach/execution Communications timetable PGL/PCO Liaison Social Media Website	Museum policies and Strategy Provincial KMC museum Artefacts security and safety KMC museum Liaison with Province Liaison with other centres re museums	Risk Framework Risk Assessments and Management HSE management Fire Risk Management Insurances (D Howie)) Certification control (Fire/Elec/Gas/Burglar/Kitchen) Compliance management Control environment IMP BCP GDPR compliance
2023 & Community Fund (PMc) – in post		Tech & Security Vacant	Social events Vacant
2023 liaison/events plus Comm fund Raising funds Profile Cause management Accounting and Governance Foodbank – Initiatives and fulfilment Member engagement		IT security Hardware (projectors, phones, screens, CCTV, music computers)	Organising KMC events Friends of Temple (via Terry) Social Dinners Coffee mornings Heritage Day Business development Marketing of Ladies Nights/Sunday lunches/functions to members