

Director at Large

The Clay Hub Collective

Role Description: Studio Cleanliness

Appointee	Sally McConnell
Date of Appointment	March 2025
Salary	This is an unpaid position
Key Responsibilities	To attend all meetings of the society and of the Directors. To present to the Board, on a monthly basis, an update on the status of cleaning related aspects within the CHC studio. To post on Facebook update to date cleaning dates and times

Specific Responsibilities

- To set a schedule of studio cleaning dates for the year
- To publish cleaning dates and request volunteers to participate
- To provide each volunteer cleaner with tokens and retain records of cleaners/tokens issued.
- To develop cleaning check sheets to assist in ensuring all aspects of the studio are addressed
- To notify the Board of any areas of concern within the studio or studio equipment that may create a health or safety concern.

General Responsibilities

- To agree to a Criminal Record Check on appointment and as required to maintain renewals
- To act honestly and in good faith with a view to the best interests of the CHCS, in accordance with the CHC Mandate (Dec 2023)
- To act in accordance with the Societies Act and ensure when exercising the powers and performing the functions as Director, to do so with consideration of the purposes of the CHCS.
- To disclose any conflict of interest or other conflicts promptly and ensure they are documented, to leave any meeting on the matter(s), to abstain from voting and take no action to influence the vote.