

## Roles and Responsibilities for Officers and Committee Members

### **Prospective committee members**

Becoming a committee member is a great way of being involved in the running of a community organisation. Without a committee, voluntary managed organisations cannot operate (e.g., a childcare provision such as Lindridge Pre-School could not open).

Being part of a committee can be both enjoyable and rewarding. Individuals bring with them various skills, talents, expertise and ideas that can be used to enhance the group. In return, opportunities to develop new skills in areas such as management, marketing and recruitment can be gained. For those who have never sat on a committee before there is quite a lot to learn, and Committee and safeguarding training is available for all new committee members. It often leads to the development of new friends and skills, as well as a lot of fun.

All committee members regardless of whether they adopt the role of an officer have collective responsibility for the management of the Pre-School. To make sure you fully understand what it means to take on such legal responsibility and what measures we have in place to protect you (e. g., indemnity insurance) we have prepared a document explaining what it means to volunteer at Lindridge Pre-School, which is available on our website or ask for a copy at Pre-School. Please feel free to discuss this with an existing committee member before being nominated for a position.

### **The Role of Chair**

#### **Job Description**

- The public face of the committee. The Chair is expected to represent the group in an official capacity at public events and open meetings.
- Oversees the committee and chairs meetings (*has casting vote at meetings*).
- Ensures that the committee operates to its constitution.
- Prepares agenda for meetings with the Secretary.
- Ensures a quorum of members attend meetings so that proposals can be discussed and voted on and decisions made.
- Organise an AGM annually and reports on the group's events.
- Has an overview of the setting's employment practices and responsibilities to Ofsted and the Charity Commission.
- Is responsible for recruitment of staff.
- Is responsible for staff appraisals.
- Delegate and ensure jobs are shared out and undertaken.
- Support the treasurer and secretary and oversee that they are managing their roles and responsibilities.
- Signs cheques with the Treasurer.

- Make quick decisions in the event of a crisis. You must try to canvass the opinion of as many of the committee as reasonably possible before making a decision if it is essential that a decision be made before the next committee meeting.
- Act democratically and not as a dictator (make each member feel valued and accepted).
- Actively tries to recruit new committee members before the AGM.

## **The Role of Treasurer**

### **Job Description**

- Responsible for reporting to the committee on all matters to do with the group's finances in collaboration with the Book Keeper and Wages Clerk\*.
- Prepare a budget and budget forecast.
- Manage the group's bank account in consultation with the rest of the committee (and Book Keeper) and sign cheques on behalf of the group, as one of two signatories.
- Prepares a financial report for committee meetings and the AGM.
- Ensures that all money from fees and other sources such as fundraising events are paid into the groups bank account as quickly as possible.
- Arrange for annual independent examination of accounts prior to AGM.
- Oversees Early Years Entitlement claims.

\*Lindridge Pre-School employs a part-time Wages Clerk and Book Keeper to:

- keep clear, accurate records of the group's financial transactions
- Issue invoices and receipts on behalf of the group.
- Administer a petty cash account.
- Ensure all staff salaries, pensions and expenses are paid.

## **The Role of Secretary**

### **Job Description**

- Prepare agenda for meetings (in consultation with the Chair) and circulate to committee members.
- Attend meetings and take and type up minutes (*a record of the meeting and the decisions taken*).
- Send and receive letters on behalf of the group and keep a record of correspondence.
- Inform committee of date, time and venue of meetings.
- Co-ordinate circulation of relevant documents to committee members.
- Prepares and circulates documents for AGM.

- Ensures that minutes are 'adopted' at next committee meeting.

### **Role of 'elected' Committee Members**

In addition to the three officers, Chair, Treasurer and Secretary, the Committee needs to elect at least two more committee members and can elect up to nine.

### **The Role of a Committee Member**

In addition to being jointly responsible for all decision making, and supporting the roles of the officers, members of the committee will arrange for the following work to be done, though they might not do it all in person:

- Write and oversee the group's policies in liaison with staff.
- Review Policies annually (*on-going process*).
- Arrange the groups insurance and maintain an inventory (*liaison with staff*).
- Arrange fundraising activities.
- Promote the group (*posters, prospectus, website etc.*).
- Make sure the group is a safe place to be for both children and adults (*carry out a termly indoor and outdoor risk assessment*).
- Maintain the groups notice board (*liaison with staff*).
- Compile/update and print the group's prospectus in liaison with staff.
- Discuss Ofsted reports – follow up on any actions etc.
- Liaise with landlord (*we lease the building from the Primary School*).
- After liaison with the staff purchase equipment for the group.
- Ensure repairs to the equipment are carried out (*if appropriate*).
- Prepare newsletters/notices.
- Washing rota (*dressing up clothes, tea towels, spare clothes, towels etc.*).