

Committee roles and responsibilities

Within a committee there will be a range of roles which will determine the number, length of office and voting status of each person.

Elected members and officers will be elected at the Annual General Meeting (AGM) and will usually hold office until the next AGM. Please refer to your constitution/governing document for further information regarding this matter.

Chairperson

The role of the chairperson is to lead the management committee, developing and maintaining an effective working relationship between the committee, staff and volunteers. General duties:

- Ensure meetings are run effectively, enabling democratic decision making and full participation by all the committee. Ensure that a period of time at each committee meeting has been set aside when you can discuss confidential matters without parents/staff in attendance.
- Lead the development and monitor the implementation of policies, procedures and strategic plans
- Liaise with the setting's leader/manager to work together to achieve the aims of the organisation and provide support as appropriate
- Sign, and/or write letters on behalf of the committee and the organisation
- Sign cheques and liaise with the treasurer
- Conduct annual appraisal of the leader's/manager's performance and jointly establish training and development needs
- Attend selection panels and disciplinary panels as appropriate for committee members, paid staff and volunteers
- Act as an ambassador of the organisation by attending functions, meetings, liaising with the press and acting as a spokesperson as appropriate
- Set and manage the agenda of all meetings
- Ensure a quorum at meetings as set out in the governing document
- Ensure all staff and committee members have enhanced DBS clearances

Treasurer

The role of the treasurer is to maintain an overview of the financial affairs of the organisation, ensuring that proper financial records and procedures are maintained. General duties:

- Present accounts, financial statements and budgets to the committee at meetings, and at other times as requested
- Ensure the financial viability of the organisation and monitor financial resources to ensure they are adequate to meet the organisations present and future needs
- Ensure that financial procedures and controls are in place

- Check bank statements and reconcile them with the cash book on a regular basis
- Ensure that bills are paid promptly, and all income is banked regularly
- Offer advice on the financial implications of the organisation's strategic aims
- Oversee financial tasks undertaken by anyone else on behalf of the organisation e.g. paid book-keeper or accountant
- Liaise with the leader/manager of the organisation on financial matters
- Ensure that accounts are prepared, disclosed and submitted to the relevant bodies in line with the constitution/governing document and statutory requirements
- Maintain an inventory of equipment, e.g. computers, resources etc.
- Ensure a copy of the monthly bank statements are sent to chair
- Ensure salaries are paid and issue pay slips

Secretary

The role of the secretary is to support the chair by ensuring the effective administration of the committee. General duties:

- Together with the chair, produce the agenda for meetings and circulate, along with supporting papers, to members in good time
- Ensure all the arrangements are made for meetings including booking venues, arranging equipment and refreshments and making arrangements for those with special needs
- Take and write-up minutes following meetings and circulate promptly to all committee members
- Make sure the minutes of the previous meeting are agreed and signed-off by the chair
- Inform any members who were absent of any actions they need to take
- Maintain the membership list
- Produce a written annual report, as required
- Ensure that the organisation has adequate insurance
- Receive correspondence and report to the committee
- Ensure necessary documents are completed and submitted in accordance with the organisations constitution/governing document and statutory regulations
- Keep the constitution/governing document, copies of minutes and other records in a safe place and in accordance with data protection principles
- Send out publicity about the organisation
- Ensure members of the organisation are provided with copies of the annual reports and policies

General committee member

The role of the committee is one of responsibility, trust and strategic planning to ensure the effective management of the organisation. General duties:

- Strategic planning and guidance to ensure the organisation is working to achieve its aims and objectives
- Ensure all decisions made are in line with the organisation's constitution/governing document
- Ensure the organisation complies with its constitution/governing document and meets all legal requirements
- Ensure the organisation is managed effectively and operates within its guidance, budget and business plan
- Respect confidentiality
- Ensure the organisation uses its resources effectively to meet its aims and objectives
- Attend meetings and give firm strategic direction, setting policies, defining goals, setting targets and evaluating performance against the targets • Ensure financial stability of the organisation
- Recruit and manage **all** staff including volunteers
- Protect and manage the property of the organisation and ensure proper investment of its funds.

Designated Safeguarding Committee Member

Every setting should have a Designated Safeguarding Committee Member. This role is to support the Designated Safeguarding Lead (DSL) and staff to carry out their safeguarding duties. This person needs to have basic knowledge and understanding of safeguarding and child protection issues. As the employer they have ultimate responsibility to know what's going on and know how to raise a concern.

Health and Safety

The role of the Health and Safety person is to work with the member of staff responsible for H & S to ensure the setting is compliant and children and staff are kept safe. General duties are to ensure appropriate risk assessments are in place and updated regularly, keep up to date with legislation and ensure annual check take place for example PAT testing.