

# Roles for Committees



You've had your AGM and now you're at your first committee meeting and are wondering what you've signed up to! Here is a run down of the roles of the committee and in the Officers and what they need to do.

## The Committee overall

The committee members are trustees of the charity and as such are accountable for the operation of the charity. As a team the committee need to carry out the responsibilities set out in the constitution effectively and confidently. They also need to cover the following areas:

- Employ and manage the staff, carry out recruitment including interviewing, salary reviews and agree salaries, provide contracts, performance review/appraisal for managers/play leaders'.
- Ensure charity complies with all legislation e.g. employment/charity/HMRC
- Ensure setting complies with all Ofsted requirements/regulations—within this are the EYFS requirements
- Ensure the setting has all appropriate insurances in place
- Ensure that the charities finances are managed properly with appropriate checks and balances in place
- Offer support to the staff in the setting
- Attend committee meetings—fulfil agreed actions
- Organise fundraising

## Chair

- Lead the team and meetings
- Plan/chair meetings
- Ensure meetings run in line with the constitution
- Ensure meeting follows the agenda/and to time
- Represent the committee to outside bodies/Ofsted
- Probably be a signatory on cheques/receive bank statements

## Treasurer

- Will be a signatory on cheques/receive bank statements/Banking Account Reconciliation
- Responsible for preparing the charity's accounts
- Ensure the charity complied with associated legislation
- Prepares budgets and report for the AGM
- Ensure the charity spends its money wisely
- Update on financial health of setting at each committee meeting.

## Secretary

- Supports Chair in ensuring smooth functioning of committee
- Helps set agenda for meeting
- Takes minutes at meetings and distributes them promptly
- Maintains effective records and administration
- Organises the AGM
- Probably a cheque signatory

Although these roles have designated duties it is the committee as a whole who is legally responsible for the charity.

**Sub Committees** can be a useful way to share out the tasks of the committee. Non-committee members may participate in the sub-committee (e.g. fundraising@) however it is best practice that a committee member is the chair of the sub-committee and then they report back to the full committee.