

Banwell Buddies Committee roles and responsibilities

Management committee member

Role: Management committee member
Remuneration: The work is unpaid but travel and other expenses may be paid

Role summary

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

General duties

- Strategic planning and guidance aimed at ensuring the organisation is working to achieve its aims and objectives
- Ensure all decisions made are in line with the organisation's constitution
- Ensure the organisation complies with its governing documents 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

Chair of the management committee

To be used in conjunction with the management committee member role description.

Role Summary

The role of the Chair is to lead the management committee, developing and maintaining an effective relationship between the committee, staff and volunteers.

General duties

- Ensure meetings are run effectively, enabling democratic decision-making and full participation by the committee
- Lead the development, and monitor implementation, of policies and strategic plans

- Liase with the setting's senior 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 organisation
- Liase with the Treasurer and secretary
- Conduct annual appraisal of the leader'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 attendance at functions, meetings, liasing with the press and acting as a spokesperson as appropriate
- Set and manage the agendas of all meetings
- Ensure a quorum at meetings as set out in the governing document

Treasurer of the management committee

To be used in conjunction with the management committee member role description.

Role summary

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:

- Work alongside the finance treasurer support to oversee all financial matters
- Use the appropriate financial systems and procedures to make necessary payments and to check bank balances
- Present accounts, financial statements and budgets to committee 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 organisation's present and future needs
- Ensure that financial procedures and controls are in place
- Ensure that bills are paid promptly and all income is banked regularly
- Offer advice on the financial implications of the organisation's strategic aims
- Ensure that the organisation has an approved investment policy and that there is no conflict between this and the objects of the organisation
- Ensure that accounts are prepared, disclosed and submitted to the relevant bodies in line with the constitution and statutory requirements

Secretary of the management committee

To be used in conjunction with the management committee member role description.

Role summary

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 and circulate to members, along with supporting papers, 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, write and circulate minutes following meetings and circulate promptly to all committee members
- Make sure the minutes of the previous meeting are agreed and signed by the Chair
- Inform any members who are 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 statutory regulations and the organisation's constitution
- Keep the constitution, 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

The above information was taken from 'Making It Happen The Voluntary Management Toolkit' published by 4Children.