

FACT SHEET 8 – ROLES AND RESPONSIBILITIES OF THE COMMITTEE

This fact sheet provides a sample job description and person specification for the various positions of committee members. It is provided as a general guideline and can be tailored to fit individual groups' needs. They can also help anyone who may be thinking about getting involved with a local group and what their role within that group might be. Please adapt and use to suit the needs of your group.

Role of the Chair and Vice Chair (in the absence of the Chair)

This is a role of leadership and responsibility for the group, ensuring that its aims are met and that everything relating to the group and its constitution runs in a smooth, orderly manner. The Chair has a role to play to encourage partnership working with similar groups and to encourage/support members/new members to the group. The Vice Chair carries out a similar role in the Chair's absence for whatever reason, and can also be given specific tasks by the Chair, to carry out.

The Chair will:

- Provide leadership for the group in relation to the constitution, the group's meetings and all its activities.
- Plan the annual cycle of board meetings, including the Annual General Meeting
- Set agendas for the meetings and chair all meetings
- Ensure that any decisions made at the meetings are implemented and carried out
- Liaise with other committee members and keep an overall picture of the group's activities and provide support where appropriate
- Represent the group at various functions, events, exhibitions, etc and to also act as a spokesperson for the group at same.
- Sit on any sub groups or working parties, if appropriate

Person Specification

The Chair will also need to have:

- Good leadership skills
- Experience of committee work
- Tact and diplomacy
- Good people skills
- The ability to act impartially, fairly and be able to respect confidences.

It is also desirable that any Chair or Vice Chair has a wider involvement within the voluntary and/or community sector and has a knowledge of the activity of the group first hand.

Role of the Secretary

This is a role of support to the Chair to ensure that the group operates in a smooth, orderly and efficient manner.

The Secretary will:

- Prepare the agendas with the agreement of the Chair
- Make all the housekeeping arrangements for meetings (booking the room, hiring equipment, provision of refreshments, access for those who may need assistance, etc)
- Minute the meetings

- Ensure that the Chair signs the minutes once they have been approved
- Check that a quorum is present for the meeting to go ahead and/or allow decisions to be made
- Circulate agendas, supporting papers and minutes
- Collate agenda items from members
- Check that all members have carried out agreed actions from previous meetings
- Ensure all papers are circulated for the annual general meeting and any special meetings called for

Person Specification

The Secretary should also possess the following skills:

- Good organisational skills
- Experience or good knowledge of committee procedures
- The taking of accurate minutes

Role of the Treasurer

The role of the Treasurer is to ensure that the group's financial records and procedures are properly maintained and to provide an overview of the group's affairs, ensuring that it is a financially viable concern.

The Treasurer will:

- Present budgets and financial statements for the group
- Ensure that the financial needs of the group are met, both now and in the future
- Prepare and present financial reports to the committee
- Ensure that appropriate accounting procedures and controls are in place
- Liaise with any paid staff and volunteers about financial matters advise on the financial implications of any course of action will monitor the group's investment activity and ensure that it is in line with the group's policies and any legal responsibilities
- Ensure that the accounts are prepared and disclosed in the form required by any prospective funder and/or statutory body
- If an audit or independent examination is required, ensure that the accounts are verified in the manner required, and that the recommendations of the auditors are implemented
- Keep the committee informed about its financial duties/responsibilities
- Assist with any fundraising strategy of the group
- Make a formal presentation of the accounts at the annual general meeting and highlight attention to the important parts of the report in an easy to understand way

Person Specification

The Treasurer should also have the following skills:

- Some financial qualifications and experience
- Be keen to be available to members regarding advice for the group
- Knowledge of fundraising
- Be prepared to present unpopular recommendations to the group