



Roles and Responsibilities of the Committee

The Committee becomes official at the first meeting at which the constitution is adopted. The members present at that first meeting decide who will form the first committee and sign and formally adopt the constitution as their governing document. After that, the Management Committee is elected by the membership at each Annual General Meeting.

What is a Management Committee and what does it do?

A Management Committee is a team of people elected from the membership that are legally and financially responsible for the group. Not all of the work has to be carried out by the Management Committee. In fact, much of the daily work is delegated to individuals, staff or volunteers. Nevertheless, the Management Committees of small groups are often much more actively involved.

Responsibilities of the Management Committee

- 1. Vision and Leadership:** The Management Committee ensures that everything the group does supports its vision and aims.
- 2. Accountability and Legal Liability:** It should account for everything that the group does, including its spending and activities. It is accountable to the membership and other stakeholders such as funders.
- 3. Legal Responsibility:** It ensures that the group follows the law. Everything that it does must be in line with the constitution.
- 4. Financial Management:** It ensures that all money, property and resources are properly used, managed and accounted for. In order to be accountable, financial policies and systems need to be set up.
- 5. Managing Staff and Volunteers:** The Management Committee is the employer. It has to make sure that policies and procedures are in place for staff and volunteers and that both are properly managed and supported.



Roles of the Honorary Officers

Some members of the Management Committee are required to take on specific roles. These 'honorary' officers have additional duties to carry out on behalf of the committee.

Every organisation needs a Chairperson, a Treasurer and a Secretary. However, these officers do not have any more power than the other committee members – more they have additional duties to carry out. An overview about these roles is outlined below:

Role of the Chairman

1. Prepares the agenda for the Management Committee meetings.
2. Ensures that actions agreed are followed.
3. Ensures that meetings start and finish on time and proceeds according to the agenda.
4. Represents the group to outside bodies when appropriate.
5. Signs sensitive letters on behalf of the group.
6. Acts as link person between volunteers and the Management Committee.

At Management Committee meetings

1. Controls the order and development of meetings.
2. Ensures that everyone gets a chance to air his or her views and that one person does not dominate the meeting.
3. Ensures that decisions are made and agreed, and that they are summarised so that everyone understands.
4. Ensures that the meeting sticks to the agenda and that enough time is allocated to each item.
5. Ensures that members do not interrupt each other.
6. Encourages quiet people to speak without pressurising them.

Role of the Treasurer

The Treasurer is central to the group and is responsible for taking care of the money - overseeing all of the finances and accounts. The specific tasks (some of which may be done by a paid worker if there is one) are:

1. To oversee and control the group's finances.
2. Check and pay the group's invoices and bills.
3. Keep the group informed about the funding situation.
4. Advise the group on fund raising.
5. Co-ordinate and help with funding applications.
6. Prepare the accounts for the auditor and AGM.
- 7, Make sure that members are reimbursed for any expenses they incur on the group's behalf.
8. Ensure that monies received are applied to the purposes for which they were obtained.

Role of the Secretary

The Secretary has a crucial and all encompassing role in an organisation. Her/his responsibilities span a wide area and it is often a good idea to divide the particular responsibilities up, e.g. to allocate someone to take responsibility for minute taking, mailings etc.

Before meetings:

1. Arrange the room, refreshments etc for the meeting.
2. Ask members prior to the meeting what items they want to be included on the agenda.
3. Send out the agenda, minutes and reports of meetings.
4. Follows up on any actions agreed at meetings.
5. Receives all correspondence, files it and presents it to members at the meeting.

During meetings:

1. Takes minutes of the meetings or ensures that the task is delegated to a named individual.
2. Circulates correspondence and note down if anything is borrowed.

Other tasks:

1. Keeps up to date lists of members and contact details
2. Files all of the paperwork associated with the group.
3. Deals with the media (unless the group has a Press/Publicity Officer).
4. Acts as the group's representative to other organisations when appropriate.
5. Deals with correspondence.