

Roles & Responsibilities



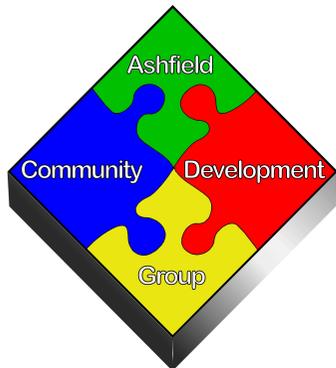
Co-opted Members and Advisors

Some groups invite additional people to join their management committee so that they can provide specialist knowledge, advice or support to the Committee. These advisors are “co-opted” on to the committee, but do not have voting rights in the same way as committee members. Co-opted members are often drawn from local statutory authorities and can include:

- Members of Parliament
- County, District and Parish Councillors
- Representative bodies
- Police and emergency services
- Volunteer bureaux and other Third Sector groups
- Paid officers and advisors of the above agencies

This leaflet can also be downloaded from:

http://www.ashfield.gov.uk/media/1538/4-roles-and-responsibilities-rev-feb-2015_.pdf



This advice leaflet has been compiled by Ashfield Community Development Group (ACDG).

For details of ACDG members offering support, please refer to leaflet “i”.

Revised February 2015: Please Check For Updates

“The Same, But Different”

All community groups are different; this is a good thing because communities need different groups to do different things. But there are also lots of similarities between groups because all groups need to have members who take responsibility for specific things. This leaflet explains some of the special roles and responsibilities.

As a starting point, we will look at responsibilities of Management Committee Members. These are the group members who come together to make decisions on behalf of the group.

Committee Members

Every member of the Committee should be present at Management Committee meetings (or send an apology) and be prepared to actively contribute to discussions and decision-making. As a Committee Member, they must be prepared to devote the necessary time and commitment to the role, and to volunteer and carry out tasks on behalf of the group. This may include using specific skills, knowledge and expertise to help the committee reach sound decisions. They also need to be aware of their legal responsibilities as a Committee Member, including any financial liability.



Named Officers

It is usual for a group to have a Chairperson, Treasurer and Secretary. They are the people who do specific jobs to ensure that the group operates effectively and legally. In addition to these three (*as detailed below*), some groups also have additional named officers to help with the smooth-running of the committee. These can include Vice-Chair, Minutes Secretary, Publicity Officer and Funding Officer.

Chairperson

The Chairperson's role is to make sure that the management committee functions properly and that effective decisions are made and carried out. They do this by encouraging committee members to participate in meetings and ensuring that all relevant matters are discussed. The qualities and skills required to be a Chairperson are:

- Good leadership skills
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidentiality
- Ability to ensure decisions are taken and followed-up
- Good time-keeping
- Tact and diplomacy
- Understanding of the roles/responsibilities of a management committee
- Experience of organisational and people management

Treasurer

The role of a treasurer is to maintain an overview of the group's financial affairs, ensuring it can keep going and ensuring that proper financial records and procedures are maintained. The role can also be undertaken by a Finance Sub-committee. The duties of the Treasurer can include:

- keeping accurate financial records
- overseeing budgets, accounts and financial statements
- ensuring accounts meet the conditions of external agencies such as funders and statutory bodies
- presenting financial reports to the committee
- presenting accounts at the Annual General Meeting (AGM)
- advising on the group's fundraising activities
- chairing meetings of the Finance Sub-Committee
- ensuring that appropriate accounting procedures and controls are in place. This can include opening up appropriate bank accounts, setting-up systems for paying-in and withdrawing money, and making payment to suppliers

Secretary

The role of the secretary is to support the Chairperson to make sure that the Management Committee runs smoothly. In groups that do not have paid staff, it is usual for the secretary to take a greater role in the day-to-day running of the group. This can include:

- dealing with correspondence
- preparing and circulating agendas and supporting papers
- minuting meetings
- keeping files up-to-date
- checking that committee members and staff have carried out actions
- preparation of agendas and minutes of the Annual General Meeting (AGM) and any special meetings
- keeping up-to-date records of committee membership
- arranging meetings (booking the room, arranging for equipment and refreshments, etc)

In addition to the above list, secretaries sometimes need to deal with official or confidential documentation such as Disclosure and Barring Service (DBS) forms.