

Roles and responsibilities of a committee

Chairperson Role Description & Person Specification

The Chairperson has a strategic role to play in representing the vision and purpose of the organisation. The Chairperson ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Ensure the committee functions properly

- To plan and run meetings in accordance to the governing document.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the board.
- To plan for recruitment and renewal of the Committee.

Ensure the organisation is managed effectively

- To liaise with the chief officer, as appropriate, to keep an overview of the organisation's affairs.
- To facilitate change and address conflict within the organisation, liaising with the chief officer to achieve this.

Represent the organisation

- To communicate effectively the vision and purpose of the organisation.
- To be aware of current issues that might affect the organisation.

Qualities and Skills Required

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

Secretary Role Description

The role of the secretary is to support the chair in ensuring the smooth functioning of the Committee.

Ensure Responsible Administration

- To prepare agendas in consultation with the Chair
- To circulate agendas and any supporting papers in good time.
- To receive agenda items from other committee members.
- To check that quorum is present.
- To minute meetings and circulate the draft minutes to all committee members.
- To ensure that the chair signs the minutes once they have been approved.
- To check that committee members and staff have carried out action(s) agreed.
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- To ensure up-to-date records are kept of committee membership.
- In a charity, to ensure that the charity complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and directors etc.

Make Arrangements for Meetings

- To ensure arrangements for meetings are met (booking the room, organising facilities for those with special needs, etc).
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Qualities and Skills Required

- Organisational ability.
- Minute-taking experience
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the Chair.
- Good time-keeping.

Treasurers Role Description

The overall role of a treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role can also be undertaken by a Finance Sub Committee. The role and person specification are summarised below.

General financial oversight

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated staff about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation e.g. Charity legislation.
- To ensure any recommendations of the auditors are implemented.

Financial planning and reporting

- To present financial reports to the committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the fundraising strategy
- To ensure that there is no conflict between any investment held and the aims and objects of the charity.

Other

- To chair meetings of the Finance Sub-Committee – if applicable.

Qualities and Skills Preferred

- Experience of financial control and budgeting.
- Experience of fundraising
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.