

EMPLOYEES POLICY & PROCEDURES

Roles within a Committee

All Committees will have a Chairperson, Treasurer and Secretary. Larger groups may also chose to elect a Vice or Assistant to each post.

Chairperson:

- Plans agendas and runs meetings
- Ensures decisions are made as required – the Chairperson has the casting vote
- Ensures workloads are evenly distributed, everyone makes a contribution and arguments are resolved
- Keeps the Committee and staff focused on aims, policies and procedures

Treasurer:

- Ensures bills are paid on time, receipts are kept and strict accounts maintained
- Reports annually on accounts and finances
- Looks after petty cash
- Will advise on financial matters, funding opportunities and help plan for the future
- Can countersign cheques

Secretary:

- Helps plan meetings, organise venues, issues invites and takes minutes
- Will deal with correspondence and circulate information accordingly
- Promotes the Group/Organisation and deals with publicity
- Keeps general information in order, e.g. Committee Members contact details, and monitors the Constitution

Overall Responsibilities of a Committee:

- To provide stability and control for the Organisation
- To be accountable for all activities to the public, funders, users, etc.
- To plan strategically and make decisions, hence enabling the Organisation to best meet the needs of its client group
- To monitor (and occasionally control) finances
- To recruit, monitor and provide support to staff
- To dedicate the time and energy needed to keep the Organisation running smoothly
- To develop and acquire the necessary skills to run the Organisation
- To keep up-to-date with current legislation and organise insurance, etc.

