

## **The Committee**

It is important to remember that a committee is a team and all members should support the roles and responsibilities of the named posts below particularly that of the Chair. A lot of Chairs can end up taking on a lot of work which can result in burn out.

The posts described below are the essential roles for a committee but are not the only roles that an organisation could have. By creating job descriptions for other roles such as Vice Chair and Publicity etc, it can help increase the efficiency of the committee, ensure that tasks that need to be done are distributed between all members, and allow members to play to their strengths.

## **The Chair**

### Role

- Oversees the roles of the rest of the committee to make the management as effective as possible
- Convenes and runs meetings
- Acts as spokesperson for the group, reflecting the organisation's views

### Responsibilities

- Works with the Secretary to plan and prepare for meetings
- Chairs meetings - getting through the agenda whilst keeping the meeting to order and to time
- Asks for apologies for absence and welcomes new people
- Introduces each agenda item clearly explaining anything that might cause confusion
- Helps facilitate the group to come to decisions ensuring no one person dominates and everyone has a chance to contribute.
- Summarises decisions and clarifies what action needs to be taken and who will take them
- Fixes dates for next meetings
- Declares the meeting closed

## **The Treasurer**

### Role

- Oversees the financial management of the organisation

### Responsibilities

- Creates good financial plans and budgets with either paid staff or other members of the management committee (these need to be approved by the committee and, once approved, become the responsibility of all committee members)
- Oversees transactions like paying bills and banking money
- The treasurer should be aware of and keep records of all transactions
- Gives the management committee regular updates on the organisation's financial position
- Prepares the books for an annual audit

In smaller organisations:

- Keeps the petty cash book up to date
- Authorises purchases
- Keeps the books
- Signs the cheques

## **The Secretary**

### Role

- General administration and planning

### Responsibilities

- Works with the Chair to write meeting agendas ensuring other members of the committee are able to add items
- Distributes the agenda, relevant papers and minutes of meetings
- Takes minutes at meetings
- Keeps members of the committee informed of anything they might need to know in between meetings.

## **Further Information**

- C

## **Contact CVS Hounslow**

If you would like help with this or any other issue, get in touch with Clare Sewell, the Development Officer at CVS Hounslow who would be happy to help.

Tel. 0208 572 5929 ext 225

Email: [clare@cvshounslow.org.uk](mailto:clare@cvshounslow.org.uk)