

## Fact Sheet 2

### Management Committee Roles and Responsibilities

Any voluntary organisation needs a group of people who will organise how the group is run and manage its affairs; this is most commonly referred to as the Management Committee. However your own group may use a different name, such as Executive Committee or Steering Group. This group is also known as the governing body. A very small and informal group may not have a separate committee and, in this case, its entire membership is the governing body.

This Fact Sheet uses the term Management Committee to describe the governing body of any community group.

The Management Committee ensures that decisions are made in a democratic way and so all committee members take collective responsibility. The committee should meet at least as often as is stated in the constitution. This would normally be often enough so that the committee knows exactly what is going on with the organisation, but not so often that nothing happens except meetings! If your constitution states that your organisation has a membership (this is usual for voluntary organisations), then your committee members usually come from amongst the membership. Your constitution should state how committee members are voted on to the committee and for how long they serve.

The committee as a whole has a responsibility to:

- Meet! This sounds obvious but if the committee doesn't meet regularly then it can't manage the organisation properly.
- Ensure the organisation follows its aims and objectives. Does what it is set up to do.
- Ensure the organisation works towards its aims in accordance with the law.
- Ensure the organisation manages its finances properly.
- Ensure that activities carried out and decisions made are in the best interest of the organisation and not any individual member of the committee.
- Has enough money and does not get into debt.
- Is well run.

If necessary, the committee can organise subcommittees to take on specific tasks such as finance or for organising an event. It is important to note that even if an organisation employs staff, the ultimate responsibility for the organisation lies with the Management Committee.

Having an induction process for new Management Committee members can help to involve them properly from the start. You could have an introduction pack which includes your constitution, all the organisation's policies and recent accounts. Ensure that new members aren't bombarded with lots of jargon.

If your organisation is a registered charity, then your organisation must abide by charity law. Officially your Management Committee members are known as charity trustees. The Charity Commission publishes an invaluable leaflet called *The Essential Trustee: What you need to know (CC3)*. If you are not a registered charity it doesn't mean that you can be irresponsible and mismanage the organisation. Following charity law is good practice for all voluntary organisations.

## **Honorary officers**

Honorary officers might sound rather grand, but essentially it is (usually) 3 people who have specific responsibilities as well as being Management Committee members. They are not, contrary to popular belief, any more important or powerful than any other committee member(s). They are: Chair, Secretary and Treasurer. Some organisations also choose to have a Vice Chair, or perhaps have some form of wording in the constitution that covers what happens if a deputy is needed.

### **The Chair**

The Chair is often the spokesperson for the organisation, particularly when an organisation has no paid staff. They also chair the meetings of the Management Committee. To chair a meeting just means to keep the meeting to order and to make sure that the committee gets through the agenda. You must make sure that you keep to time, and indeed, keep the peace at times!

Other important points are:

- Clarifying specific points, especially any names and acronyms that might be unclear, especially to new committee members.
- Encourage participation by everyone.
- Don't allow certain individuals to dominate the discussions.
- Keep a check on time wasting, interruptions and any personal attacks.
- Remember to thank everyone for their time and effort. Committee members are volunteers and like to be valued.
- A good Chair will be prepared for meetings and will try to be aware of questions that may be raised by the committee. It is important that the chair is supported by the rest of the committee and doesn't take on too much of the work, as this can lead to burnout.

### **The Secretary**

Usually the main job of the Secretary is to keep minutes (notes) of meetings and to distribute them to management committee members. Any other roles that the secretary should take on can be decided by the Management Committee as a whole with the agreement of the Secretary, of course!

### **The Treasurer**

Duties of the Treasurer can depend on the size of the organisation. In a large organisation with paid staff who undertake the day-to-day finance work, the Treasurer has more of a planning and authorising role.

In a smaller organisation, the Treasurer is responsible for:

- Keeping the petty cash book up-to-date.
- Authorising purchases.
- Keeping the books.
- Keeping the rest of the committee informed about the financial position of the organisation.
- Getting cheques signed.

Remember: Committee members are not expected to be experts, and there are lots of places where you can get help if you need it.

## Further information:

The following information may be useful:

The Charity Commission: **The Essential Trustee: what you need to know (CC3)**

<http://www.charitycommission.gov.uk/media/94159/cc3text.pdf>

or contact the Charity Commission on 0845 300 0218.

Bates Wells and Braithwaite free guide: **Duties of Charity Trustees**

<http://www.bwllp.com/file/duties-of-charity-trustees-colour-amended-version-pdf>

## Have you seen our other useful fact sheets?

- Fact sheet 1: Starting Up
- Fact sheet 3: Planning and Holding Meetings
- Fact sheet 4: Legal Structures
- Fact sheet 5: Constitution
- Fact sheet 6: Business Planning
- Fact sheet 7: Are you fit for funding?
- Fact sheet 8: Charities and VAT

## For further information and advice contact the CVS Development Team:

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