

MANAGEMENT COMMITTEES

A committee is a group of elected people who consider issues around how a group is organised and run, and what is needed to help a group to achieve their aims. This group of people is usually called the Management Committee, Board of Trustees, The Board or Executive Committee; although they could choose to be called anything they wish. If a group registers as a charity, then despite what those who run the group call themselves, the Charity Commission will see them as trustees if they are the ones who are “responsible for governing a charity and directing how it is managed and run”.

Committee members share responsibility for all aspects of the organisation and its activities. The committee has a legal responsibility to ensure that all decisions taken by the committee:

- reflect the values, purposes and policies of the organisation
- respect any agreements with members, users and/or funders
- accord with proper management of the group’s income and assets.

The committee cannot delegate control of or responsibility for the group, but they can seek help and advice from others. The members of the management committee have overall responsibility for their group.

SIX MAIN DUTIES OF THE COMMITTEE

The committee has the final responsibility for the organisation. Each committee member shares this responsibility.

The committee needs to work together to ensure that they are:

- 1: Carrying out the purposes as stated in their constitution and have a clear sense of direction
- 2: Complying with their governing document and the law. The committee has a responsibility to check with legal experts if they are unsure of something
- 3: Acting in the group’s best interests
- 4: Held accountable – to funders and any members
5. Managing the group’s resources responsibility to help the organisation work towards its aims
6. Acting with reasonable care and skill.

The committee should ensure that anyone representing the organisation (volunteers or staff) are properly supported and managed. This includes committee members.



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THE ROLE OF CHAIRS

What does this role involve?

The Chair is elected to guide the committee in achieving its primary objectives. They lead the committee through meetings by following a predetermined agenda and often have the authority to cast a deciding vote. An effective Chair ensures everyone has the opportunity to speak while keeping the meeting focused on the topic at hand. They possess strong organisational skills and are skilled at building productive working relationships.

What are the main tasks?

A Chair's duties include:

- Representing the group, upholding the views of the members and speaking on their behalf where and when necessary - including with the press
- With support from the Secretary, preparing the agenda to distribute before the meeting
- Incorporating adequate formality into meetings to ensure the agenda is properly managed
- Ensuring all members have an equal opportunity to share their views, tactfully managing those who are overly confident, and encouraging those who are more reserved.
- Keeping a balance in meetings, trying always to reach unanimous decisions. When this doesn't occur, the Chair should aim to articulate the majority's perspective in a way that assures dissenters the decision is in the best interest of the group as a whole.
- Ensuring that the decisions of the Committee are carried out
- Considering the succession planning for the group by continuously identifying potential new committee members based on the skills and knowledge required of the group
- Supporting the recruitment of new volunteers and staff.

Some organisations elect a Deputy Chair to share the workload. They may, for instance, be the nominated committee member to lead on recruitment – therefore allowing the Chair time to focus on other tasks at hand.

The Chair's central responsibility is to maintain a broad perspective of the organisation. They should prioritise tasks that use their own skill set to support this objective.



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THE ROLE OF A SECRETARY

What does this role involve?

The Secretary has important responsibilities including supporting the Chair. Delegating some of the Secretary's duties to committee members is an effective way to utilise the skills of others. For instance, having a Recruitment Secretary.

What are the main tasks?

- To help the Chair to make up an agenda
- To manage attendance at the meeting including receiving of apologies
- To check meetings are quorate
- To take minutes at meetings and circulate, along with other relevant documents
- To arrange meetings including booking of venues
- To manage any correspondence to and from the group
- To check the progress of work
- To keep an up-to-date membership list and contact details.

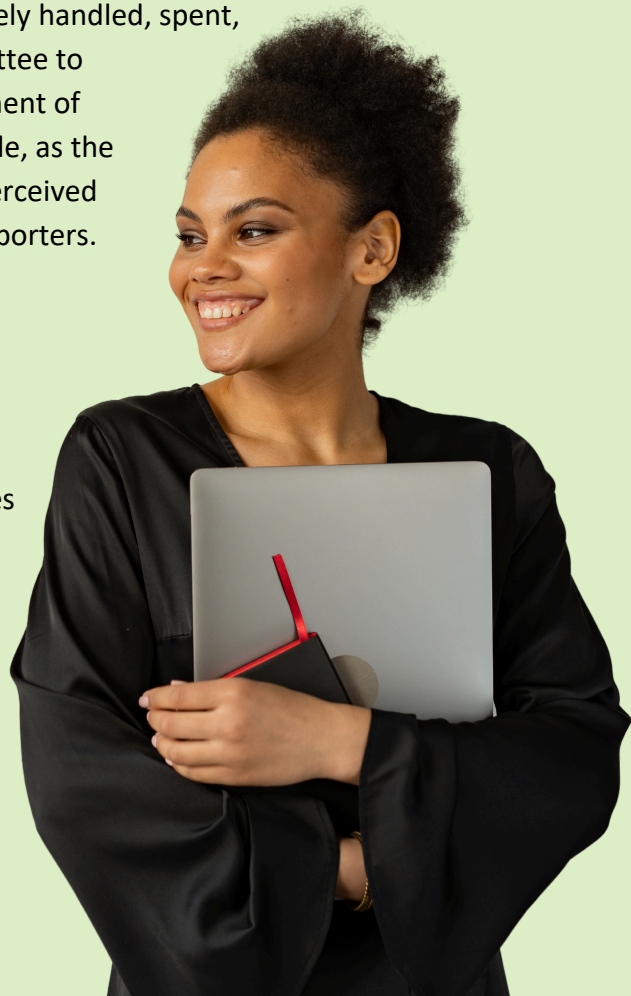
THE ROLE OF A TREASURER

What does this role involve?

A Treasurer is the lead person in a group who administers the finances. The role's purpose is to oversee the charity's financial management, ensuring that funds are appropriately handled, spent, and documented. The treasurer produces reports for whole committee to review to make appropriate financial decisions. Effective management of the accounts is crucial. The Treasurer plays a key public relations role, as the way a group handles its finances significantly influences how it is perceived by the Committee members, volunteers, any staff and external supporters.

What are the main tasks?

- To ensure that accounting procedures and controls are in place and are fit for purpose
- To ensure that any money is handled according to financial rules
- to record all transactions and give receipts for all monies received
- To ensure that the financial resources of the organisation meet its present and future needs according to the current business and strategic plan
- Monthly or quarterly statements should be presented to the Committee for approval
- The main objective is to ensure that projected expenditures do not exceed anticipated income.



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- To liaise with the workforce including volunteers and any paid staff about financial matters
- To review, approve, and present current and future budgets, financial statements and end of year reports at the Annual General Meeting
- To ensure that the accounts are prepared and submitted on time to the relevant statutory bodies - for instance, The Charity Commission or Companies House
- If relevant, ensure that any recommendations by external financial auditors are implemented.

Please note - though there are different Officer roles, every member of the committee is **equally responsible** for each and every decision made. So even if the treasurer, for example, takes on responsibility for administering the finances, the **whole** committee is equally responsible for the finances of the group, which is why it's important for every member to ask questions if they don't understand the accounts, or to go on suitable training to find out.

Additional Support

Community First Yorkshire can help you with any questions you may have about running an organisation, being a trustee, funding, fundraising or volunteering. We can support you on a one to one or group training basis. Simply fill in an [enquiry form](#) and we'll get back to you.

You can sign up for our news bulletins [here](#).

- Our monthly Funding Bulletin lists updated funding opportunities.
- Our weekly newsletter has information about the volunteer and charity sector, including training courses about funding.



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