

## **Roles and Responsibilities for Officers and Committee Members**

### **Chair**

- Oversees the committee and chairs meetings
- Liaison with the secretary on agenda for meetings
- Welcome at AGM and report on the group's events
- Staff recruitment, retention and employment issues
- Line manage staff (if appropriate)
- Support and authorise the work of the treasurer
- In consultation with the staff ensures the Ofsted registration requirements are met
- Delegate and ensure jobs are shared out and undertaken

### **Secretary**

- Takes and types minutes of meetings (*a record of the meeting and the decisions taken*)
- Draws up agenda with the chair and ensures all committee members have a copy
- Books meeting room
- Reads out the minutes of the previous meeting/passes out copies of minutes
- Writes and receives letters for the group and keeps records of all correspondence
- Notify Ofsted (Office for Standards in Education) of any changes of staff or committee

### **Treasurer**

- Keeps records of income and outgoings, keeping receipts and invoices
- Issues cheques and maintains the groups bank account
- Prepares a treasurers report for the AGM
- Checks bank account balance prior to committee meetings and informs members at meeting
- Arranges the collection of the groups fees
- Ensures that all money from fees and other sources such as fundraising events are paid into the groups bank account as quickly as possible
- Issues bills and receipts on behalf of the group
- Holds the group's cheque book and ensures that all legitimate bills are paid

- Administers a petty cash account (if appropriate)
- Ensures all staff wages and volunteers' expenses are paid
- Ensures the Chair receives a copy of the monthly statement from the bank
- Arranges for independent audited accounts to be available to all members at the AGM
- Oversees Early Years Entitlement (EYE) claims

### **Other committee members (*jobs to be delegated*)**

The rest of the work is shared among the committee. In addition to being jointly responsible for all decision taking, members of the committee will arrange for the following work to be done, though they might not do it all in person:

- Write and oversee the groups policies in consultation with staff
- Review policies annually
- Arrange the groups insurance and maintain an inventory
- After liaison with the staff purchase equipment for the group
- Ensure repairs to the equipment are carried out (if appropriate)
- Write a regular newsletter(if appropriate)
- Wash dressing up clothes, tea towels and towels regularly
- Arrange fundraising activities
- Promote the group
- Change the library books (if applicable)
- Make sure the group is a safe place to be for both children and adults (linking to settings risk assessment)
- Maintain the groups notice board
- Administer waiting lists in liaison with manager/supervisor
- Complete emergency contact cards in liaison with manager/supervisor
- Compile and print the groups prospectus in liaison with manager/supervisor
- Discuss Ofsted reports
- Liaise with landlord

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**Complied by:**

**Business and Committee Support Officers  
Early Years & Childcare Sufficiency Team – Strategic Planning  
(13/03/12)**