

## **Commitment Expected**

Each Management Committee member is expected:

- To be objective, honest and able to deal with issues of a confidential nature.
- To attend and contribute to all Management Committee meetings. This means devoting the necessary time and effort to prepare for meetings.
- To use their specific skills, knowledge or experience to contribute to sound decision-making, in the best interests of the organisation and not the individual.
- To advocate the needs of the organisation and not his/her own particular nominating or employing body.
- To let the Chairperson know of any development that may result in a direct conflict of interest with decisions being taken by the Management Committee.
- To treat matters within the organisation as confidential and abide by decisions taken.
- Management Committee members should not seek to undermine any previous decisions.
- To serve on at least one sub-committee.
- To attend occasional events, functions, and negotiations on behalf of the organisation.

Each Management Committee member should have an awareness of the current issues and government policy relevant to the organisation's purpose and the voluntary sector.

## **A Great Opportunity!**

As a Management Committee member you have the opportunity to:

- Get involved in the development of the club.
- Contribute to the leadership and direction of the organisation and to its policies, practices and activities.
- Gain new skills and knowledge, working with a diverse group of individuals.

## **Management Committee Meetings**

- Meetings take place periodically during term time.
- The Base Manager normally attends the meetings and is accountable to the Management Committee through the Chair.

## **Annual General Meeting (AGM)**

The organisation's AGM takes place every year. Every Management Committee member is expected to attend. Elections to the Management Committee take place every year.

## **Why volunteer?**

Is your child registered at The Base Out of School Club? If so –

- Are you interested in learning new skills?
- Would you like to meet new people?
- Would you like to share your skills, time and ideas with others?
- Have you ever wanted to improve the running of your child's setting?

If you answer "yes" to any of these questions, the team at The Base would love to hear from you.

### **The benefits**

Volunteering for your Out of School Club's committee offers an ideal opportunity for you to become more actively and practically involved in this aspect of your child's life. It will also make a real difference to how your setting is managed. You will personally benefit from this experience by meeting with other parents, updating existing skills and learning new ones as well as putting something positive back into your local community.

### **What is involved?**

The Base committee will be happy to tell you in more detail about how you can become involved. There are lots of ways you can contribute to the committee and you can choose to give as much or as little time as you can spare. The good thing is you don't need any experience to make a difference. Your committee members are responsible for the overall management and smooth-running of the club. This can mean anything from organising a fundraising event to negotiating with the School over the terms of a lease. Your committee is the employer of staff in the Out of School Club so has overall responsibility for recruiting, training and developing staff, paying their salaries, and managing their contracts of employment. Your committee also has responsibility for things like developing a business plan, managing the daily accounts and, working with staff, ensuring the setting follows health and safety, risk assessment, insurance and first aid guidance and procedures.

### **What you can choose to do?**

A lot of the work committees do is fun – building new partnerships with other parents and professionals, coming up with new fundraising ideas, getting exciting plans off the ground but there are some regular jobs too. The three main roles on the committee are chair, treasurer and secretary. These members are usually known as honorary officers. The tasks can be shared between different parents so all the work need not fall on any one person.

### **Chairperson**

- Represents and acts as a spokesperson for the club.
- Chairs meetings; including committee meetings, open meetings and general meetings, such as the Annual General Meeting (AGM).
- Sets the agenda for meetings together with the Secretary.
- Co-ordinate the work of the committee to ensure effective administration.
- Acts as the 'Nominated Person' for Ofsted purposes.
- Line manages the Manager of the club.
- Supports other committee members and authorises the work of the treasurer.

### **Treasurer**

- Ensures the committee are aware of the financial position of the club, providing an up-to-date written statement of accounts at committee meetings.
- Ensures that all committee members are aware of their financial responsibilities and comply with the club's finance procedures.
- Presents accounts to the members at the AGM.
- Manages the club's bank account, updating the list of signatories as necessary.

- Issue bills and receipts on behalf of the club and ensure that all necessary payments are made promptly.
- Ensures that the club's financial records are maintained accurately and updated on a timely basis.
- Manages staff payroll and volunteers' expenses.
- Arranges for the accounts to be checked annually and independently.
- To review and return any other financial reports as necessary.

### **Secretary**

- Responds punctually to all correspondence; keeping proper records.
- Organises all meetings including booking venues, liaising with attendees to ensure they are informed etc.
- Draws up meeting agendas and circulate to all attendees punctually.
- Takes accurate minutes during meetings, type up and send out to all attendees in a timely manner.
- Ensures all office filing is kept up-to-date.
- Supports all committee and staff members by ensuring the administrative function is efficient.