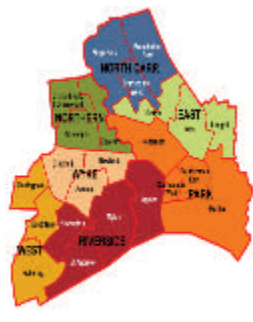


The Committee's Essential Responsibilities



Hull CVS
'community and voluntary services'



This factsheet outlines the key responsibilities of committee members of small voluntary and community groups.

All committee members including the officers:

Collectively:

- Provide leadership to the organisation
- Take legal responsibility for the organisation and all its actions
- Understand and uphold the purpose of the organisation
- Act together
- Get advice or learn
- Approve the annual accounts

Individually:

- Attend appropriate meetings or send apologies
- Act as part of the committee and only with the approval of the committee
- Participate in the decision making and uphold the decisions (even if you disagree with them)
- Wear the organisation's hat and no other (when making its decisions)
- Ask questions and challenge
- Leave "Trust" at the door – never be afraid to question anything and never take offence if another committee member questions something

helping you make a difference

In addition, the officers also have specific responsibilities:

The Chair

- Provides leadership to the committee
- Follows policies/rules and the constitution and ensures the committee and any staff or volunteers do also
- May act as a spokesperson/ representative with the approval of the whole committee
- Helps the committee set long term plans
- Works with Chief Officer (if there is one) to ensure decisions are acted upon
- Reports to the members on how the organisation has worked towards its purpose during the past year
- Runs meetings:
- Sets the agenda
- Covers everything on the agenda
- Makes sure decisions are made and recorded in the minutes
- Keeps order
- Follows the committee's rules
- Involves everyone
- Keeps to time

The Secretary

- Helps the Chair plan and run meetings
- Takes minutes at the meetings
- Provides information to members and to the committee
- Handles correspondence for the committee and the organisation
- May keep the membership list (unless there is a dedicated "membership secretary")



The Treasurer

- Ensures the organisation spends its money correctly (i.e. uses grants for the purpose for which they were given; doesn't use the organisation's money for purposes other than the organisation's own purpose)
- Ensures the committee safeguards the organisation's money and resources (i.e. makes sure that the committee adopts appropriate financial controls)
- Ensures the organisation meets its financial obligations
- Ensures the committee have the financial information they need to make decisions by reporting regularly to the committee
- Ensures the organisation's finances are recorded and reported properly
- Ensures that the annual accounts are prepared
- Reports to the members at the AGM to inform them about the organisation's finances and resources

NB The treasurer is not necessarily the book keeper. In practice in most small organisations, this task tends to fall to the treasurer. But there are good reasons why the treasurer should *not* be the book keeper.

For instance, the treasurer can better oversee the organisation's finances and act as a "watch dog" if he/she is not the person keeping the books. Anyone can keep the books – another committee member; a volunteer; a paid book keeper – as long as they are supervised by the treasurer who checks that the financial procedures are being followed, and the money is being properly accounted for.

Other Officers

Some committees have other named positions such as Vice Chair, if the constitution provides for them.

The role of the Vice Chair is to take on the Chair's responsibility in the absence of the Chair.



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July 2010