

Committee Job Roles

Chair Person

- Be the 'Nominated Person' for the group with Ofsted
- Oversee the recruitment, induction, training and appraisal systems for all new staff and volunteers
- Line manage the Supervisor/Manager and any paid office staff, eg Administrator, Bookkeeper
- Conduct the annual appraisals of the Supervisor/manager and any paid office staff
- Chair and keep order at committee meetings, conduct voting if required, and hold the casting vote.
- Delegate tasks to other committee members
- Act as spokesperson for the setting where necessary
- Conduct an Annual General Meeting (AGM) as stated in the setting's constitution, and give the Chairperson's Annual Report
- Act as the first point of contact for management issues
- Work with the Treasurer and committee to ensure that financial sustainability is maintained
- Ensure new Committee members are made to feel welcome and have a sound induction and handover process

Secretary

- Deal with correspondence on behalf of the committee
- Prepare and circulate agendas in advance to give committee members the opportunity to prepare for meetings.
- Arrange venues for meetings
- Take minutes and keep written records of committee meetings and AGMs.
- Ensure minutes are circulated to committee members and staff, and that a copy is filed appropriately.
- Ensure adequate notice is given to all parents/members of the Annual General Meeting (AGM)
- Assist the Chairperson to maintain staff and committee/volunteer records, including Ofsted EY2/EY3 form and DBS checks
- Maintain an up to date list of committee members, contact details and DBS numbers for the SCR.
- Help to update staff contracts, terms and conditions and job descriptions, following review by the Committee
- Update policies and procedures, following review by staff and Committee
- Organise advertising and marketing activities, including updating the setting's prospectus, leaflets and posters.

Treasurer

- Work with the committee to ensure the financial stability of the setting is maintained
- Ensure safe accounting systems are in place at all times
- Ensure accurate records are kept of all financial transactions
- Support the Committee in making financial decisions by providing cash flow forecasts and information for AGM/budgeting meetings
- Ensure that the setting's budget allows for contingency/reserve funds to deal with unexpected repairs and staff redundancy
- Review annually, with the Committee, fees and staff salaries, taking into account minimum wage rises, employment legislation and staff qualifications
- Ensure all bills, invoices and wages are paid on time

- Ensure all money from fees and fundraising is banked as soon as possible
- Provide a written financial report at each Committee meeting and Annual General meeting (AGM)
- Ensure end of year accounts are independently examined (in line with Charity Commission requirements)
- Ensure reconciliation of accounts is carried out monthly and at the financial year end
- Ensure petty cash system is set up for staff and committee expenses and ensure expense claims are paid on time

General committee member's responsibilities

- To support the roles of Key Officers as required
- To attend committee meetings and AGMs
- To actively participate in meetings, voting on certain issues as required and taking part in fundraising activities.
- Be familiar with the group's constitution, policies and procedures and legal frameworks (EYFS/Ofsted)