



Role description for Committee Members

The management committee members of a voluntary and community group (not registered as a charity) are responsible for setting up and maintaining their organisation.

Their roles include:

- Agreeing and adopting a constitution / governing document / set of rules which gives information about what the organisation is set up to do, the area it works in and how they make decisions. This gives the organisation a legal identity which is needed when applying for funding. Once agreed it is important that the committee members make sure it is followed and that new members have a copy and know what it says
- Managing money in an appropriate way by setting up and managing a bank account and keeping appropriate financial records
- Raising funds to make sure they are able to do the work
- Making sure that the organisation has the policies and procedures it needs in order to be able to do the work – these might include health and safety, child protection, equality and diversity etc.
- Awareness that if the organisation employs any staff that they are the employers and responsible for following employment law
- Planning and making sure that the organisation works within the law and its governing document
- Making sure that meetings are run in a fair way and that everyone takes responsibility for making decisions
- To keep appropriate records of the work they do and decisions that are taken regarding the organisation

For more information contact:

Charity Commission
www.charity-commission.gov.uk
0845 300 0218

ACAS
www.acas.org.uk
08457 47 4747

Find out more

If you would like to find out more about how we can support your organisation, please visit our website or alternatively email or phone us for more information:

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