

# Northumberland **FACT** Sheet



*working together for the voluntary & community sector in Northumberland*

## Roles & Responsibilities of Management Committees and Trustees

Voluntary and community organisations have a committee that is responsible for carrying out the day to day running of the organisation. This is known as the governing body. The committee can be called - management committee, executive committee, steering committee, or board of directors. They all mean the same thing.

Management Committee Members & Trustees have overall responsibility for meeting an organisations legal duties, ensuring it is properly managed, and for promoting good practice in all its activities

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### Legal Duties include

- Ensuring the organisation meets its objectives as set out in the constitution
- Ensuring the organisation complies with the rules set out in its constitution
- Acts in the interest of the organisation & its beneficiaries and not for personal gain
- Informing meetings of any interest in a contract which could lead to conflict of Interest
- Providing proper accounts of the organisations activities to its members, funders and any other bodies as appropriate
- Ensuring the organisations resources and assets are well managed and used to pursue its objects
- Keeping up to date with any legislative changes that may effect the organisations work
- Ensuring the organisation has the correct policies and procedures in place, and that they are effectively monitored
- Ensuring that the necessary insurance policies are taken out and periodically reviewed
- Ensuring that the organisation does not discriminate unlawfully in either employment or service provision

## **Managerial tasks & good practice these include**

- Setting overall policy and short, medium and long term objectives
- Identifying and discussing new areas of work
- Ensuring there are systems for regularly monitoring & evaluating the organisations work
- Being a good employer (if applicable)
- Ensuring the organisation has an 'Equal Opportunities Policy' and it is implemented & monitored
- Promoting the organisation
- Sharing good practice with outside organisations
- Have the ability to listen to others within their own and outside their own organisation
- Be fair to all in all dealings
- Be willing to try new ideas and concepts in line with you organisations objectives
- Keeping up to date with the organisations activities to ensure informed decision making at all times
- Regularly attend 'Management Committee Meetings' and work jointly with all other members

## **Responsibilities of the Officers**

### **Key responsibilities of the Chair**

- Taking a leadership role
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality fairness and the ability to respect confidences
- Planning the annual cycle of board meetings
- Setting the agenda for board meetings
- Chairing and facilitating board meetings
- Giving direction to board – policy making
- Monitoring decisions made at board meetings
- Representing the organisation at functions and outside meetings
- Facilitating change and addressing conflict within the board and the organisation

### **Key responsibilities of the Treasurer**

- Overseeing and approving accounts, budgets and financial statements
- Ensuring financial resources meet the current and future needs of the organisation
- Ensuring the organisation has an appropriate reserves policy
- The preparation and presentation of financial reports to the board
- Ensuring appropriate accounting and control procedures are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring the organisations compliance with legislation
- Monitoring the organisation's investment activity to ensure its consistency with the organisation's policies
- Making a formal presentation of the accounts at the AGM (Annual General Meeting)

### **Key responsibilities of the Secretary:**

- Preparing agenda in consultation with the chair and chief executive
- Making arrangements for meetings, room bookings, equipment, refreshments
- Receiving agenda items from other trustees and staff

- Ensuring a quorum is present
- Minuting the meeting & circulating the draft to the rest of the committee
- Ensuring the minutes are signed by the chair once they have been approved
- Circulating agenda's for the AGM and special or extraordinary meetings
- Sitting on appraisal, disciplinary or recruitment panels (if asked)

## **Check list for your first management committee meeting**

The Management Committee must ensure that your governing document is put into practice once it is formally approved. This approval process generally requires the document to be:

- Adopted at a general meeting
- Signed by the Management Committee members (those in office when it is adopted)
- Dated the day of the meeting at which it was agreed
- It is essential that minutes of the meeting be recorded to show that the document has been formally agreed

### **Before the meeting you should**

- Set up the necessary registers
- Set up a system for keeping minutes for 'Committee', 'Extraordinary' & 'General' meetings
- Check the constitution for procedures to elect officers
- Draw up role descriptions for officers and committee members
- Check the constitution for rules on 'Cheque Signatories'
- Obtain bank mandate forms & clarify the documentation required by the bank
- Consider what insurances are necessary and obtain quotes & proposal forms
- Draft an 'Equal Opportunities Policy'
- Where relevant, invite organisations entitled to appoint (nominate) committee members to put forward appointees

### **Check the Constitution for**

- The committees powers to co-opt additional committee members
- Rules on admitting new members to the organisation
- The financial year end
- Rules about delegation to sub committees, officers or staff
- Make notes for important dead lines that have to be met i.e. AGM

### **At the meeting ensure that decisions are made and minuted on the following**

- Adoption of the constitution
- Cheque signatories
- Insurance Policies
- Delegating authority for completing & signing insurance proposal forms
- Any information re premises, i.e. lease signing etc

## After the first meeting

- Update the necessary registers
- Obtain necessary signatures on the bank mandate & any additional information the bank requires
- Enter into the minutes the bank requirements
- Return the forms to the bank asap (this may involve bank site visit by all signatories)
- Ensure that everyone involved with the organisation is made aware of their responsibilities under the 'Equal Opportunities Policy'
- Keep a record of all decisions to delegate authority and agreement to the same

Your local development agency (LDA) has access to a wide range of resources to help your management committee become more effective. For more information, advice and support contact the LDA covering your area.

For rural Northumberland contact:

### Community Action Northumberland

UNIUN Enterprise Building Front Street Pegswood Morpeth  
Northumberland NE61 6RG

Tel: 01670 517 178 Fax: 01670 511 400

Website: [www.ca-north.org.uk](http://www.ca-north.org.uk) email: [info@ca-north.org.uk](mailto:info@ca-north.org.uk)

Registered Company No 7805401 Registered Charity No's 1144604 / 224798

For Blyth, Cramlington and Seaton Valley contact:

### Community & Voluntary Action Blyth Valley

22 Beaconsfield Street Blyth Northumberland NE24 2DP

Tel: 01670 353 623 Fax: 01670 365 783

Website: [www.cvabv.org.uk](http://www.cvabv.org.uk) email: [info@cvabv.org.uk](mailto:info@cvabv.org.uk)

Registered Company No 5860971 Registered Charity No 1116430

For Ashington, Bedlington and Newbiggin by the Sea contact:

### Wansbeck Centre for Voluntary Service

107 & 109 Station Road Ashington Northumberland NE63 8RS

Tel: 01670 858 688 Fax: 01670 784 160

Website: [www.wansbeckcvs.org.uk](http://www.wansbeckcvs.org.uk) email: [enquire@wansbeckcvs.org.uk](mailto:enquire@wansbeckcvs.org.uk)

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