

# Roles & Responsibilities of Management Committees



*working for the voluntary & community sector in our area*

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## Roles & Responsibilities of Management Committees

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

Trustees have overall responsibility for meeting an organisation's legal duties, ensuring it is properly managed, and for promoting good practice in all its activities.

### Legal Duties include

- Ensuring the organisation meets its purposes/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 conflict of interest
- Providing proper accounts of the organisations activities
- Ensuring the organisations resources are well managed and used to pursue its objects
- Keeping up to date with any legislative changes that may affect the organisations work
- Ensuring the organisation has the correct policies and procedures in place
- Ensuring that the necessary insurance policies are taken out
- Ensuring that the organisation does not discriminate unlawfully in either employment or service provision

More information on the duties of trustees is available on the Charity Commission website:-

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/866947/CC3\\_feb20.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf)

### Responsibilities of the Officers

#### Key responsibilities of the Chair

- Taking a leadership role
- Good communication and interpersonal skills
- Impartiality fairness and the ability to respect confidences
- Planning the annual cycle of board meetings and setting the agenda for board meetings
- Chairing and facilitating meetings
- Giving direction to board – policy making
- 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 regular 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
- 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
- Making arrangements for meetings, room bookings, equipment, refreshments
- Receiving agenda items from other trustees and staff
- Ensuring a quorum is present
- Taking minutes of 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)

**CVA Blyth Valley can give advice and support to help your management committee become more effective.**

**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



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