

Roles and Responsibilities of Committee Members

The work is shared between all the committee members. In addition to being jointly responsible for all decision making, members of the committee will arrange for the following work to be done, though they may not do it all in person:

- Fundraising.
- Policies and Procedures in place are reviewed regularly.
- Representing the preschool as and when required.
- Bringing ideas and skills to our playgroup.

Some of the responsibilities of the committee have gradually been taken over by the manager and administrator over the years – such as:

- Keeping the whole group informed with our playgroup's activities by means of a notice board and / or newsletters / letters to parents and carers.
- Administering a waiting list, in accordance with our group's admissions policy.
- Buying equipment or looking for funding to buy equipment for the group.
- Ensuring that registration and inspection requirements are met.
- Arranging our group's insurance and maintaining an inventory.
- Making sure our group is a safe place for both children and adults (using accident records, risk assessments).
- Recruitment and induction of staff.
- Staff appraisals.

12 tips for being an effective committee member

1. Find out all you can about the group and the way it runs.
2. Attend meetings regularly to share the thinking and decision making.
3. Send apologies if you are unable to attend a meeting.
4. Be prepared to work with other committee members to achieve the best possible support for your preschool.
5. Keep the organisation's business confidential.
6. Ensure that the group complies with their governing document (constitution), charity law and other relevant legislation and regulations.
7. Ensure the group pursues its charitable objectives.
8. Ensure that the group applies its resources exclusively in pursuance of its charitable objectives.
9. Give clear strategic direction to the staff and agree policy and targets.
10. Safeguard the good name of the group.
11. Ensure effective administration of the group.
12. Assist with the appointment and management of staff if required.