

Roles and Responsibilities of Voluntary Committee Members

Chairperson:

The Chairperson role usually has two separate parts:

Planning and running meetings:

- Being sure everything is covered and decisions are made when required.
- Keeping order and encouraging everyone to express their views.
- Delegate and share responsibility among the group
- Work to resolve difficulties and conflicts in a sensitive manner
- Being sure every one wants to or has a chance to speak
- Take responsibility for helping everybody in the group to work well towards achieving its aims.
- Have an overview of all that is happening
- Be objective and listen to all points of views
- Motivate committee members and encourage participation by all
- Ensure that the meeting starts and finishes on time

Ensuring the group as a whole makes and sticks to its group's ethos, policies and procedures:

- Acting as a spokesperson for the group.
- Making essential or emergency decisions between committee meetings.
- Helping others in the group deal with difficult situations.

Staff Liaison Officer

The Staff Liaison Officer is responsible for ensuring that there is open communication between staff and the Committee on a regular basis, but should only deal with issues that cannot wait until a meeting,

- Meet regularly with the staff
- Inform the committee of any issue or concerns from the management/staff of the service
- Consult and agree on a decision, with at least two other committee members on any issue that cannot wait until the next meeting
- Be the first point of contact for any emergency/issue that may arise.
- Communicate any information/direction from the committee to the staff.

Vice Chairperson:

The vice-chairperson stands in for the chairperson and helps with difficult decisions between meetings. Sometimes the chairperson deals with the “organisational” side of the chairing, and the vice-chairperson with the meeting side. The chairperson should liaise regularly with the vice-chairperson and ensure she/he knows enough about current issues within the group to be able to stand in at short notice.

The Secretary:

The secretary's role also has two distinct aspects

Helping the chairperson plan the meetings:

- Ensuring the meetings are held in accordance to the constitution
- Assist Chairperson in the drawing up of an agenda
- Ensuring notices of meetings or agendas are drawn up and sent out well in advance
- Ensuring members receive all necessary information
- Take minutes and ensure that all decisions are correctly recorded
- Distributing minutes
- Keep accurate files and records
- Ensure that a meeting place is arranged, refreshments are provided, etc (the group may wish to designate another member to take care of these details)
- Helping the chairperson ensure decisions are made when required

Dealing with correspondence:

- Ensuring the appropriate people are notified of correspondence
- Inform the group about any correspondence received
- Sending out publicity or other information about the organisation

Vice-Secretary:

The vice-secretary stands in for the secretary and assists with any work necessary.

The Treasurer;

The treasurer must ensure the group spends its money correctly, pays all its bills and does not get into financial difficulty.

The treasurer should also ensure the committee receives regular financial reports and has enough information to make decisions about financial matters.

- Keep accounts of all income and expenditure
- Present reports of financial activities at meetings as requested by the committee
- Prepare an annual report for the AGM
- Co-ordinate fund-raising ventures organised by the group
- Act as co-signatory of cheques
- Record all transactions and issue receipts

Ordinary Members:

Non-office holding are responsible for ensuring that the committee works well together.

The role of the ordinary members is to:

- Attend meetings regularly
- Understand and be committed to the aims of the group/ project
- Participate fully in meetings and events
- Take share of the work

Public Relations Officer (PRO)

The PRO is responsible for promotions of the service:

- Publicise the services, via local Parish Notes, local newspaper, radio etc
- Press Releases
- Posters
- Notices
- Targeting new families in need of support through Public Health Nurses, schools etc.

SAMPLE