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Roles and meetings



Committees

- There are different levels of management in a childcare business:

- Board of Directors
- Management committee
- Sub-committees



Management Committee

- The management committee may be separate from the Board of Directors
- It is important to have specific roles with the committee:

- Chairperson
- Secretary
- Treasurer
- PRO (Publicity)
- Staff Liaison Officer



Chairperson

- The Chairperson has two main roles:
 - Plan and run meetings
 - Prepare and follow agenda
 - Make sure decisions are made
 - Resolve difficulties
 - Motivate group
 - Make sure meeting starts and finishes on time
 - Represent group and provide focus



Secretary

- The Secretary's role:
 - Ensure meetings are held as required
 - Assist chairperson in preparing for meeting
 - Provide notice to members and distribute agenda
 - Take, review and distribute minutes
 - Keep accurate files and records
 - Manage correspondence



Treasurer

- The Treasurer's role:
 - Keep accounts of all income and expenditure
 - Present financial reports
 - Prepare report for AGM
 - Co-ordinate fundraising activities
 - Act as co-signatory of cheques



PRO (Publicity)

- The PRO's role:
 - Publicise the service as much as possible
 - Press releases
 - Posters
 - Notices
 - Work with the manager in promoting the service



Staff Liaison Officer

- A company limited by guarantee requires:
 - Meet regularly with staff
 - Inform committee of any issues
 - Consult and agree on a decision with at least two other members (sub-committee)
 - Be first point of contact between committee and staff



Holding Effective Meetings

- Put simply:
 - Have someone in charge (Chairperson)
 - Have an agenda
 - Stick to the times agreed (strictly)
 - Call the meeting to order
 - Stick to the agenda (strictly)
 - Sum up points before moving to next agenda item (Chairperson)
 - Delegate tasks
 - Record what was agreed
 - Follow-up on what was agreed after the meeting
- No meeting should be held unless there is a reason to do so



Agenda

- A sample agenda could include:

- Declare meeting open (Chairperson)
- Apologies (Secretary)
- Minutes of the last meeting (Secretary)
- Matters arising (Chairperson)
- Correspondence (Secretary)
- Financial report (Treasurer)
- Staff planning report (Staff Liaison)
- Main business (Chairperson)
- Any other Business (Any member)
- Date of next meeting (Chairperson)



Important

- Remember it is vital to:

- Open and close the meeting
- Record what happened
- Keep to the agenda
- Keep to the set time

– If you don't keep to the set time, your committee numbers will decrease, as will the number of new members



Governance

- Check the rules regarding governance for your group

- Articles of Association
- Constitution of the group
- Rules and procedures



Governance

- Keep informed of governance regarding:

- Appointment, election and removal of directors
- Appointment, election and removal of management committee and officers
 - Chairperson, Treasurer, Staff Liaison, etc.
- Obligatory resignations and elections
- Delegation of duties to other officers and sub-committees
- List of members and Directors



Governance

- Keep informed of governance regarding:

- Rights of people to attend meetings
- Convening meetings
 - Give adequate notice
 - Notify people
- Proceedings for meetings
 - What is a quorum?
 - What majority is required to make a decision?
 - Does the chairperson have a casting vote?
 - Are names included in public minutes?
 - Who can't attend a meeting?
 - Who can attend the AGM?


