

# Roles & Responsibilities of Management Committees and Trustees

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Voluntary and community organisations have a committee that is responsible for carrying out the day-to-day running and the steering of the organisation as its governing body. The committee may be known as the 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 the 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 objectives as set out in the constitution
- Ensuring the organisation complies with the rules set out in its constitution
- Ensuring they act in the interest of the organisation and 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 organisation's activities to its members, funders and any other bodies as appropriate
- Ensuring the organisation's resources and assets are well managed and used to pursue its objects
- Keeping up to date with any legislative changes that may affect the organisation's 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 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 and evaluating the organisation's work
- Being a good employer (if applicable)
- Ensuring the organisation has an 'Equal Opportunities Policy' and that it is implemented and monitored
- Promoting the organisation



- Sharing good practice with outside organisations
- Having the ability to listen to others within and outside of their own organisation
- Being fair to all in all dealings
- Being willing to try new ideas and concepts in line with the organisation's objectives
- Keeping up to date with the organisation's activities to ensure informed decision-making at all times
- Regularly attending 'Management Committee Meetings' and working jointly with all other members

## **Responsibilities of the Officers**

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

- Taking a leadership role
- Having experience of committee work
- Using tact and diplomacy
- Employing good communication and interpersonal skills
- Exercising 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
- Preparing and presenting 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 organisation's compliance with legislation
- Monitoring 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 agendas in consultation with the chair and chief executive
- Arrangements for meetings, room bookings, equipment, refreshments
- Receiving agenda items from other trustees and staff
- Ensuring a quorum is present
- Minuting the meeting and circulating the draft to the rest of the committee
- Ensuring the minutes are signed by the chair once they are approved
- Circulating agendas for the AGM and special or extraordinary meetings
- Sitting on appraisal, disciplinary or recruitment panels (if asked)

### **Checklist for your first management committee meeting**

The Management Committee must ensure that its 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 and clarify the documentation required by the bank

Consider what insurances are necessary and obtain quotes and 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 committee's 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
- Important deadlines that have to be met, e.g. 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 and signing insurance proposal forms
- Any information regarding premises, e.g. 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 as soon as possible (this may involve a bank site visit by all of the 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 and agreements to delegate authority

### **Further information**

Further information regarding the roles and responsibilities of management committees and trustees can be found on the Charity Commission's website: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk).

Northumberland Community Voluntary Action (Northumberland CVA) has access to a wide range of resources to help you with your board/management committee's roles and responsibilities. For more information, advice, and support email [enquire@northumberlandcva.org.uk](mailto:enquire@northumberlandcva.org.uk) or call 01670 858688.