



## **Committee Roles and Responsibilities**

This guidance sheet provides example job description for honorary officer roles of a voluntary/ charitable committee. They should be amended to suit the needs of your committee and can be used to aid recruitment, induction, general committee meetings etc.

Honorary Officers typically include the Chair, Vice-Chair, Secretary and Treasurer and tend to lead in preparing the business for committee meetings.

### **Job Description Chair**

#### Purpose

To provide leadership to ensure the organisation's aims are achieved within the rules of the governing document (constitution, memorandum and articles etc.) Act as a figurehead and represent the organisation publicly.

#### Key Responsibilities

- Maintain an overview of the organisation's aims and activities including liaising with committee members
- Provide leadership and control the flow and information at committee meetings/ Annual General Meeting (AGM)
- Ensure the governing document is complied with at all times and only activities that plan to achieve the charitable purposes (aims) are allowed
- Plan and chair meetings, agendas, review and authorise minutes (along with secretary)
- Sign cheques and legal documents
- Represent the organisation at events, functions, partner bodies and subgroups
- Support staff including the supervision of Chief Officer/ Manager and act as a channel of communication between staff and trustees

Other responsibilities commensurate with the role and stated within the governing document.

The Vice Chair acts on behalf of the organisation in the absence of the Chair and would therefore have the same responsibilities as the Chair.

## **Job Description Secretary**

### Purpose

To provide administrative support to the organisation

### Key Responsibilities

- Prepare agendas (with support from the Chair), take minutes at meetings (ensuring they are signed by the Chair at meetings), distribute papers, arrange housekeeping e.g. room hire and other administration requirements stated in the governing document e.g. Annual General Meeting (AGM)
- Maintain membership lists and organisation records, produce annual report and update internal policies and procedures
- Deal with correspondence, marketing and publicity etc.

Other responsibilities commensurate with the role and stated within the governing document.

## **Job Description Treasurer**

### Purpose

Provide financial support to the organisation ensuring records and procedures are maintained and the organisation remains financially viable

### Key Responsibilities

- Lead financial planning and oversee financial activity of the organisation
- Ensure the organisation is financially viable and notify the committee of any concerns
- Manage budgets and accounts and present them to the committee at meetings
- Ensure appropriate financial procedures and policies are in place and are adhered to
- Prepare monthly and annual accounts and submit them to the relevant bodies e.g. charity commission, companies house, funders etc.
- Arrange auditing of accounts
- Update the committee regularly on their financial duties and responsibilities
- Provide support to staff members on financial issues in the absence of a finance officer

Other responsibilities commensurate with the role and stated within the governing document.

There is no legal requirement to have an elected secretary or treasurer unless stated in the governing document however from an administration and financial aspect the roles would be beneficial to the organisation.

For further information on trustee duties and responsibilities please read AVOW Information Sheet 5.2 <http://www.wcva-ids.org.uk/avow/1151> which can also be viewed with other trustee information sheets on the avow website [www.avow.org](http://www.avow.org)

Also view the Charity Commission publication CC3- The Essential Trustee <http://www.charity-commission.gov.uk/publications/cc3.aspx> to find out all about Trustees.