



## Roles and Responsibilities of Management Committee Members

1. To ensure that the organisation pursues its objects as set out in its constitution.
2. To have read and understood and act within the constitution.
3. To set the vision of the organisation.
4. To set clear goals and objectives for the organisation and make sure it responds to the current needs of your community.
5. To ensure that the organisation is effectively managed and gets work done.
6. To attend meetings and read documents in advance of meetings.
7. To ensure that the organisation is a good employer of its paid and voluntary staff.
8. To monitor and evaluate the work of the organisation on a regular basis. This includes receiving reports from staff, staff supervision and receiving feedback from clients.
9. To set policies to establish the standards, values and ethos that the organisation wants to maintain in delivering services or activities.
10. To take overall responsibility for the management, use, safety and security of premises.
11. To ensure that all money and assets are prudently managed and used in pursuit of the objects of the organisation.
12. To make sure that money is spent for the purposes for which it was given.
13. To make sure accurate and up to date accounts of income and expenditure are kept so that a true picture of the organisation's financial situation can be produced at any time.
14. To ensure that the organisation accounts for its activities to its funders, the Charity Commissioners, its members, the local community and others as required.

15. To work in the interests of the organisation, not for personal gain. There should be no payments to committee members for their committee work other than the reimbursement of expenses, e.g. travel costs for attending meetings.
16. To ensure that the committee takes proper professional advice on matters in which it does not have competence.
17. To comply with any laws that affect your organisation such as charity law, company law, employment law, health and safety law, equal opportunities legislation and all laws relating to premises and insurance (e.g. sending an annual report of the financial accounts to the Charity Commission within ten months of the end of the financial year, holding AGMs or notifying any changes to the organisation's details).
18. To provide a contract of employment to paid workers.
19. To ensure that tax and national insurance is paid for all paid workers.
20. To have named persons as chair, secretary and treasurer.

## Ready Steady Start

The information in this document was provided the Refugee Council and is part of the learning materials of the Ready Steady Start (RSS) programme.

RSS is a programme for new groups and covers the basics involved in setting up and running an organisation.

If you would like to learn more about RSS please visit [www.lvsc.org.uk/RSS](http://www.lvsc.org.uk/RSS) or contact LVSC on 020 7700 8118.

The Refugee Council supports refugee voluntary and community organisations in the UK in areas of organisation development and policy.

Learn more about the Refugee Council at [www.refugeecouncil.org.uk](http://www.refugeecouncil.org.uk).