



# BrAVA FACTSHEETS

## RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

This factsheet lays out what the responsibilities of the management committee are and tells you about the roles and responsibilities of the individual executive officers that is the Chair, the Vice Chair, the Secretary and the Treasurer.

### Responsibility to govern

The principal role of the management committee is to govern your group properly. This means doing the following:

1. Set and maintain the mission, vision and values of your group.
2. Ensure compliance with your governing document.
3. Ensure compliance with the law.
4. Develop strategies for your group.
5. Establish and monitor policies and procedures.
6. Maintain a proper financial overview of your group.
7. Set up employment procedures.
8. Recruit and support staff.
9. Maintain a well functioning management committee.
10. Promote the organisation.

### Legal Responsibilities

The management committee has to fulfil its responsibilities in law; these duties are many and varied and include the following duties, which is not an exhaustive list:

1. To hold committee and general meetings
2. To issue contracts of employment
3. To ensure there is adequate funding to pay staff.
4. To deal with grievance and disciplinary staff issues
5. To comply with health and safety
6. To pay bills on time
7. To use grants for the purposes for which they are given.
8. To ensure finances are monitored and planned
9. To have annual audited accounts.
10. To pay tax liabilities.
11. To take out adequate insurance
12. To implement equal opportunities



## **Responsibilities of the Chair**

### Chairs meetings

- Acts as the spokesperson for the organisation
- Can make essential decisions between meetings
- Ensures that the organisation sets and sticks to policies and priorities
- Supports paid staff

## **Responsibilities of the Vice Chair**

- To stand in for the Chair
- Can have responsibility for specific issues

## **Responsibilities of the Secretary**

- Helps the Chair plan meetings
- Ensure meetings are held within the constitution
- Ensure notices of meetings and agendas are sent out in advance
- Takes minutes of meetings
- Distributes minutes
- Deals with correspondence

## **Responsibilities of the Treasurer**

- Ensures the group spends money correctly
- Ensures accurate financial records are kept
- Provides financial information to the board
- Ensures that the group meets all financial obligations
- Presents the audited accounts to the AGM