

Keighley Big Local Partnership: Overview of responsibilities

The Management Committee plays an important role in the organisation as both leaders and decision-makers. Their overall responsibilities are summarised below. Use the links provided to access more information on each topic:

Vision and Leadership

The Management Committee ensures that everything the organisation does supports its vision, purpose and aims. They establish the fundamental values, the ethical principles and strategic direction in which the organisation operates.

Accountability

The Management Committee must account for everything the organisation does, including its spending and activities. The Management Committee is accountable to the membership of the organisation and other key stakeholders such as funders and donors. The Management Committee monitors and evaluates all areas of the organisation's performance.

Keeping it Legal

The Management Committee ensures compliance with all relevant legal and regulatory requirements and seeks guidance around any uncertainties. Everything the Management Committee and the organisation do must also be in line with its governing document, e.g. constitution or memorandum and articles of association.

Financial Oversight

The Management Committee ensures that all money, property and resources are properly used, managed and accounted for. In order to be accountable, suitable systems must be in place and kept up to date.

Managing Volunteers

The Management Committee must ensure that appropriate policies and procedures are in place for volunteers, and that both are properly managed and supported.

Management Committee: Secretary

The role of the secretary is to support the Chair in ensuring the smooth functioning of the Management Committee. In organisations without paid staff, the secretary may take a greater role in the day-to-day administration of the organisation. The Secretary's tasks include: Ensure **responsible administration**.

To prepare agendas in consultation with the Chair

- To circulate agendas and any supporting papers in good time.
- To receive agenda items from other committee members.
- To check that quorum is present.
- To minute meetings and circulate the draft minutes to all committee members.
- To ensure that the chair signs the minutes once they have been approved.
- To check that committee members and staff have carried out action(s) agreed.

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- Circulate agendas, minutes of the annual general meeting (AGM), special or extraordinary general and meetings.
- To ensure up-to-date records are kept of committee membership.
If a company limited by guarantee, act as company secretary and ensure statutory requirements are met.

Qualities and Skills Required.

- Organisational ability.
- Experience of committee work and procedures.
- Minute-taking experience (if this is not being delegated to staff).
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with others

Committee: The Chairperson

The Chairperson has a strategic role to play in representing the vision and purpose of the organisation. The Chairperson ensures that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Ensure the management committee functions properly.

- To plan and run meetings in accordance to the governing document.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the board.
- To review governance performance and skills.
- To plan for recruitment and renewal of the Management Committee.

Ensure the organisation is managed effectively.

- To liaise with the chief officer, as appropriate, to keep an overview of the organisation's affairs.
- To co-ordinate the committee to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required.
To facilitate change and address conflict within the organisation

Represent the organisation.

- To communicate effectively the vision and purpose of the organisation.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.

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Qualities and Skills Required.

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management committee.
- Experience of organisational and people management.

Management Committee: The Treasurer

The Treasurer has an overview of all financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role can also be undertaken by a Finance Sub Committee. The role and person specification are summarised below.

General financial oversight.

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated staff about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

Financial, planning and reporting.

- To present financial reports to the committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the organisation's reserves policy and investment policy.
- To advise on strategic & operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between investment and the aims and objects

Qualities and Skills Preferred.

- Experience of financial control and budgeting.
- Experience of fundraising and pension schemes.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

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