

06 - Management Committee

The 'Honorary Officers' of the Management Committee are elected by the voting members at the AGM (see constitution). Other members of the management committee are constituted from Community Association Members.

The Management Committee generally control and supervise the activities of the organisation. In particular, the Management Committee is responsible for monitoring the financial position of the organisation and taking the decisions that affect the day to day operation of the organisation's activities.

The Management Committee, as a collective, make decisions. It is however acceptable to delegate decision making authority to individuals, whether or not they are part of the Management Committee, providing this is agreed by the Management Committee and recorded in the Management Committee's minutes.

The management committee must, as a minimum, include the role of Chairperson, Secretary and Treasurer.

Chairperson role

The primary role of the Chairperson is to guide the Community Centre Management Committee towards achieving their aims as set down in the constitution and other relevant documents.

At meetings, the Chairperson will:

- facilitates committee meetings and ensure the agenda is followed;
- make sure that all the facts are presented at meetings;
- make people aware of the rules, where necessary;
- make sure everybody gets a chance to express their views;
- encourages people to join in discussions;
- act fairly and ensure order is maintained;
- keep overall control of meetings;
- ensure that when decisions are made that everyone understands;
- assist in preparing the agenda;
- check minutes for accuracy before distribution.

Secretary role

The role of the Secretary will normally be taken by one of the Centre Managers. The Secretary is to ensure there is good flow of information within the organisation and between the organisation and others. This includes ensuring that decisions taken by the organisation are properly recorded.

Typical duties for a Secretary include:

- to keep safe all the information relevant to the group;
- to deal with correspondence to the group;
- to write and send letters on behalf of the group while retaining a file copy for the group to refer to;
- to file and keep safe correspondence received once the Information has been passed on at the meetings;
- to meet with the other Office Bearers to prepare the agenda for Committee meetings and send it out prior to the meeting, along with any additional information that is required;

At meetings, the Secretary will:

- to take minutes, noting who attends, what decisions are taken and who agreed to progress any tasks;
- to check minutes, with the chair, for accuracy prior to distribution;
- to copy and circulate minutes of meetings to all Committee members and other interested organisations.

Treasurer

The primary role of the Treasurer is to ensure the Management Committee is provided with accurate financial information

Typical duties for a Treasurer include:

- ensure accurate records of all financial transactions are kept (for example receipts, cheques made out, invoices paid, cheques/cash received);
- ensure regular reports are provided at management committees detailing the financial position of the organisation (balance of funds, details of income and expenditure, details of assets and liabilities);
- ensure all expenditure is approved by the Management Committee before cheques are written or money is spent;
- allowing any member of the group to inspect the account books;
- Prepare the accounts for the annual audit/examination.

Good Governance and Effective Meetings

The Management Committee shall hold regular meetings, usually monthly, to decide on how the organisation should operate the community centre on a day to day basis.

It is important to prepare an agenda for these meetings and this is usually set by the Chairperson and Secretary. When preparing the agenda the following should be considered:

- Priorities – what has to be covered at this meeting;
- Results – what must you have decisions on at this meeting;
- Sequence – in what order will you cover each topic;
- Timing – how much time will you spend on each topic;
- Date , time and place of next meeting

Once an agenda is prepared it will help identify what information needs to be available to the Management Committee to allow them to make an informed decision. The agenda and appropriate information should be circulated to Management Committee members in advance of the meeting so that they are prepared for the meeting and make best use of the time together as a committee.

The decisions of the management committee require to be recorded in the organisation's minutes.

An effective meeting is one that achieves what is intended to, within the time allocated and leaves committee members feeling they have achieved something.

- If certain people are dominating the conversation, make a point of asking others for their ideas
- At the end of each agenda item quickly summarise what was said and ask people to confirm that that's a fair summary
- Note items that require future discussion
- Watch body language and make adjustments as necessary. Maybe people need a break or they feel the discussion has gone on too long.
- Ensure the meeting stays on topic
- Make sure all the tasks that are generated at the meeting are listed and a note is taken who has to do what and by when

It is recognised that on occasions the management committee may need to delegate decision making to an individual outside of meetings. Care must be taken as while this may appear acceptable it can create extremely difficult problems for the organisation. It is the organisation that has insurance cover, not the individuals, and therefore this may invalidate insurance cover in the event of a claim. To operate in this way, they need to ensure that they formally delegate authority to allow this to happen and that the individuals ensure they report back to the full committee to record any decisions they have made.

Keeping Track Of Association Members

It is important to keep a record of all members of the Association and of the management committee of the Association.

Keeping these records will make it easier to manage the AGM, other general meetings and any management committee meetings.

These records are subject to Data Protection laws. See 08 – Data Protection Policy & Procedure

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