

Treasurer

The Treasurer will ensure that the management committee members are kept fully up to date with the group's financial affairs so that informed decisions can be made. The treasurer is required to make regular financial reports to the committee and ensure adherence to the group's financial regulations.

Although all Committee members have responsibilities for the financial management of the Playgroup The Treasurer is responsible for:

- Overseeing the settings finances, ensuring a budget is set and providing up to date and accurate financial information
- Co-sign cheques
- Prepare annual accounts
- Bring all relevant bank statements, cheques, deposit books and invoices to the meetings
- Be involved in fundraising for Rainbow Stop
- Adhere to financial responsibilities in line with the settings charitable status
- Adhere to financial controls and procedures

Views of Committee Members

"I enjoyed being on the committee in Rainbow Stop as it allowed me to know how the Playgroup is run day to day and what was going on."

"Being on the committee allowed me to be more involved in my child's development at Playgroup."

"Committee meetings were always nice a relaxed which made it easier for people to voice opinions and ideas."



Committee Information

Rainbow Stop is a Committee run Playgroup, it requires a committee normally made up of parents with children attending or due to attend the setting.

The AGM is held in September and parents will have the opportunity to stand for election onto the Committee. You are encouraged to join and we welcome and value everyone's Support.

Chairperson & Vice Chairperson

Roles & Responsibilities of a Committee Member

- Attend regular meetings, these are usually held once a month.
- Send an apology if he/she cannot attend.
- Understand the financial obligations of the setting.
- Choose when to stand down.
- Being aware of the legal commitments and ensuring the setting works within the law.
- Overseeing finances
- Voting
- Standing by decisions taken
- Acting honestly, reasonably and with a duty to care.
- Assist with managing Rainbow Stop Playgroup and the service it provides.
- To understand and be committed to the aims and objectives of Rainbow Stop.
- Share information relevant to the service of Rainbow Stop to the whole committee.
- Declare any conflict of interest as soon as they are known.

The role of the Chairperson involves all significant commitment and responsibility.

The Vice Chairperson deputises the Chairperson in their absence. It is common for the Chairperson and Vice Chairperson to share or divide some responsibilities between them.

The duties outlined below must be taken in conjunction with those outlined in the general role for committee members.

- Call regular meetings
- Plan agenda's in conjunction with the secretary
- Sign agreed minutes at next meeting
- Ask for points for the agenda
- Ask for a treasurer's report
- Ensure all views are heard
- Look for agreement on decisions
- Summarise before a vote is taken
- Ask members to undertake tasks and follow up before next meeting.
- Be diplomatic and fair
- Support and supervision of staff.
- Liaise with other agencies and organisations
- Co-sign cheques

Secretary

The Secretary is responsible for ensuring that the administrative responsibilities are fulfilled. They provide support to the management committee members, maintain minutes of meetings and respond to all correspondence.

The Secretary should:

- Keep records of names of members present and those who sent apologies
- Record minutes from each meeting
- Record any matters that have to be addressed in the agenda
- Ensure a date is set for the next meeting
- Maintain a list of up to date names, address and telephone numbers of committee members
- Ensure the correct quorum is present