

EXAMPLE

Management Committee *role description & person specification*

The Management Committee takes on the ultimate legal and financial responsibility for all the activities of the organisation. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations. The role of the Management Committee is summarised below.

Vision and Leadership

- To be committed to the vision, mission and values of the organisation.
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To keep informed of the activities of the organisation and the wider issues that affect its work.
- To ensure the work of the organisation is monitored and evaluated.

Accountability & Legal Responsibilities

- To ensure the organisation complies with its governing document (e.g. constitution or memorandum and articles of association).
- To ensure the organisation keeps to the law, including charity and company law.
- To ensure the organisation makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- To ensure that risks to the organisation, staff, volunteers and service users are at an acceptable level and are effectively managed.
- To be accountable to membership, funders and other stakeholders.

Financial & Staff Management

- To understand the financial position of the organisation.
- To ensure the organisation's finances are properly managed.
- To ensure the organisation operates within its agreed accounting policies.
- To ensure adequate financial resources for the organisation.
- To contribute to fundraising strategies.
- To ensure the organisation is properly insured against all reasonable liabilities.
- To ensure the organisation is a responsible employer and adheres to legislation.
- To effectively support and manage the chief officer.

Qualities and Skills of Management Committee Members

- Good leadership skills.
- Understanding of and commitment to the organisation's mission & values.
- Good communication and interpersonal skills.
- Impartiality and fairness.
- Ability to respect confidences.
- Good time-keeping.



Time Commitment Required

The term of office for Management Committee members is [as specified in your constitution]

The role generally requires a commitment of [e.g. 3 hours per month].