NEW MEMBERS INFORMATION SHEET

EXAMPLE 1

Commitment Expected
Each Management Committee member is expected:

- To be objective, honest and able to deal with issues of a confidential nature.
- To attend and contribute to all Management Committee meetings. This means devoting the necessary time and effort to prepare for meetings.
- To use their specific skills, knowledge or experience to contribute to sound decision making, in the best interests of the organisation and not the individual.
- To advocate the needs of the organisation and not his/her own particular nominating or employing body.
- To let the Chairperson know of any development that may result in a direct conflict of interest with decisions being taken by the Management Committee.
- To treat matters within the organisation as confidential and abide by decisions taken. Management Committee members should not seek to undermine any previous decisions.
- To serve on at least one sub-committee.
- To attend occasional events, functions and negotiations on behalf of the organisation.

Each Management Committee member should have an awareness of the current issues and government policy relevant to the organisation’s purpose and the voluntary sector.

Legal Position
The organisation is e.g. recognised charity (Inland Revenue) and a limited company governed by its Memorandum and Articles of Association. Each member of the Management Committee is a charity trustee and company director.

Liability
As the organisation is a company limited by guarantee, Management Committee members are not normally legally responsible for its debts beyond the amount they have guaranteed i.e. £1. In certain circumstances Management Committee members cannot avoid personal liability, for example, if they act criminally, negligently, beyond their powers or objects of the organisation, in breach of statutory duty or if they are guilty of wrongful or fraudulent trading. As long as Management Committee members have not acted dishonestly or fraudulently, and have accessed all reasonable means of support and guidance, it is unlikely they will face personal liability.