



Community & Voluntary Service

Mid and North Bedfordshire

How to Develop an Effective Management Committee

Any voluntary organisation needs a committee of people who will organise how the group is run. This is to ensure that decisions are made in a democratic way and so all committee members take collective responsibility. The committee should meet at least as often as is stated in the constitution. This would normally be often enough so that the committee knows exactly what is going on with the organisation, but not so often that nothing happens except meetings!

If your constitution states that your organisation has a membership (this is usual for voluntary organisations), then your committee members usually come from amongst the membership.

Your constitution should state how committee members are voted on to the committee and for how long they serve. The committee as a whole has a responsibility to:

- Meet! This sounds obvious but if the committee doesn't meet regularly then it can't manage the organisation properly
- Ensure the organisation follows its aims and objectives
- Ensure the organisation works towards its aims in accordance with the law
- Ensure the organisation manages its finances properly
- Ensure that activities carried out and decisions made are in the best interest of the organisation and not any individual member of the committee

If necessary, the committee can organise sub-committees to take on specific tasks such as finance or organising an event.

It is important to note that even if an organisation employs staff, the ultimate responsibility for the organisation lies with the management committee. Having an induction process for new management committee members can help to

involve them properly from the start. You could have an introduction pack which includes your constitution, all the organisation's policies and recent accounts. Ensure that new members aren't bombarded with lots of jargon.

If your organisation is a registered charity, then your organisation must abide by charity law. Officially your management committee members are known as charity trustees. The Charity Commission publishes a leaflet (CC3) called *The Essential Trustee: What you need to know*. However, if you are not a registered charity it doesn't mean that you can be irresponsible and mismanage the organisation. Following charity law is good practice for all voluntary organisations.

1: Honorary officers

Honorary officers might sound rather grand, but essentially it is (usually) 3 people who have specific responsibilities as well as being management committee members. They are not, contrary to popular belief, any more important or powerful than any other committee member(s). They are:

- Chair
- Secretary
- Treasurer

Some organisations choose to have a vice-chair as well, or perhaps have some form of wording in the constitution that covers what happens if a deputy is needed.

The Chair

The Chair is often the spokesperson for the organisation, particularly when an organisation has no paid staff. They also chair the meetings of the management committee. To chair a meeting just means to keep the meeting to order and to make sure that the committee gets through the agenda.

You must make sure that you keep to time, and indeed, keep the peace at times! Other important points are:

- Clarifying specific points, especially any names and acronyms that might be unclear, especially to new committee members
- Encouraging participation by everyone
- Not allowing certain individuals to dominate the discussions
- Keeping a check on time wasting, interruptions and any personal attacks
- Remembering to thank everyone for his or her time and effort. Committee members are volunteers and like to be valued

A good chair will be prepared for meetings and will try to be aware of questions that may be raised by the committee. It is important that the chair is supported by

the rest of the committee and doesn't take on too much of the work, as this can lead to burnout.

The Secretary

Usually the main job of the secretary is to keep minutes (notes) of meetings and to distribute them to management committee members. Any other roles that the secretary should take on can be decided by the management committee as a whole - with the agreement of the secretary, of course!

The Treasurer

The duties of the treasurer can depend on the size of the organisation. In a large organisation with paid staff that undertakes the day-to-day finance work, the treasurer has more of a planning and authorising role. In a smaller organisation, the treasurer is responsible for:

- Keeping the petty cash book up-to-date
- Authorising purchases
- Keeping the books
- Keeping the rest of the committee informed about the financial position of the organisation
- Getting cheques signed

2: Some common management committee behaviour issues

Power

You need to avoid the danger of having one person wanting to control the organisation and everything it does. This is often the person who first had the idea for the organisation and finds it difficult to let go.

Laziness

There will inevitably be someone who does not pull his or her weight, and will leave everything to someone else.

The Quiet One

Being a committee member can be quite daunting for some people. Make sure new members are not overwhelmed by what they've taken on, and are given as much support as possible.

3: Further help

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Recruiting Trustees

Volunteer Centre Bedford,

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Tel: 01234 213100.

Email: vb@bedfordvb.org.uk

Website: www.volunteeringbedford.org.uk

Reg. Charity No. 1086329

Charity Commission - www.charitycommission.gov.uk

Reference Books:

- **The Good Trustee Guide** – Kevin Nunan – NCVO – www.dsc.org.uk - £25.00

CVS – Mid & North Beds has the aforementioned book in our reference library & this can be loaned to CVS members

See Other Related CVS – Mid & North Beds Information Sheets:

- **How to Plan and Hold Effective Meetings**

This is one in a series of fact sheets produced by CVS – Mid & North Beds, on subjects of interest to voluntary and community groups. It is intended for guidance only and is not a comprehensive statement of the law.