



Reg. Charity no 1075366

All Committee Responsibilities & Rights:

All Committee members are required to:

- Attend committee meetings or send apologies
- Actively contribute to discussions and decision making
- Read any papers/ minutes prior in advance of meetings
- Be familiar with committee procedures
- Be aware of legal responsibilities
- Understand the financial standing of the organisation
- Volunteer for and carry out activities
- Use specific skills, knowledge and expertise to help the committee reach sound decisions
- Avoid putting own personal interests before the pre-schools interests
- Act honestly and in good faith
- Respect confidentiality
- Devote the necessary time and commitment to fulfil the role
- Ask questions about uncertainties
- Accept the authority of the chair.

Rights of the committee

- To be notified of and to attend the committee meetings
- To be given the correct information
- To vote at meetings
- To have others respect you confidentiality
- To be given respect from other committee members
- To claim reasonable out of pocket expenses (To be agreed prior to spending by the administrator)
- To be notified and to attend extraordinary and Annual General Meetings
- To stand down whenever you choose with written notice



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Chair Role Description

The Chair is the public face of the elected committee, representing the Pre-school where necessary at public events and sometimes at meetings of other organisations. In rare cases, some emergency will occur between committee meetings, which require an immediate response. In this case, the responsibility rest on the Chair who should consult as many Committee Members as possible, by personal contact, telephone or email before making an interim decision. This will be reported on in the next committee meeting.

The Chair takes charge off all committee meetings. This does not mean that the committee is there to do what the chair wants. It means the chair has the difficult task of:

- Seeing to it that the meetings are effective
- Making sure that decisions are taken and implemented in a way that reflect the needs and wishes of the pre-school members and makes best use of skills and talents available.
- Being the general coordinator, delegating where necessary.
- Ensuring that communication between all members is open

The Chair Staff responsibilities

- Is the line manager of the manager and administrator
- Keeps personnel files for each member of staff
- Interviews prospective new staff, together with the Pre-School Manager and one other committee member
- Is readily available to Staff members
- Annual Pay award for the staff of the Pre-School, with input from the Treasurer and Administrator. This does not mean automatic pay increases, this is based on the pre-schools financial position.
- Annual performance reviews for the Pre-School Manager and Administor.

The Chair Committee Responsibilities

- Organises the meetings with the secretary
- Is readily available to committee members
- Supports and authorizes the work of the treasurer
- Checks accounting records at regular intervals

Other Responsibilities:

- Negotiation on behalf of the pre-school for Rent increases
- Signature for the bank account

The Chair keeps completely confidential any information regarding the children, families, Committee or Staff member which is learnt as part of the job.



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Secretary Role Description

The Secretary, together with the chair prepares the agenda for the committee meetings if required.

The Secretary books the venue for the committee meetings, the Secretary then prepares and distributes the notice of the meetings and agenda in good time ensuring that everyone knows the date, time and venue

The Secretary takes minutes of the meetings, types and circulate them to all committee members and Staff. A copy is put on the notice board outside the Office. Once the minutes have been approved at the next committee meeting, the secretary & chair sign the master copy, which is then passed onto the Preschool for their records.

The Secretary keeps an up-to-date list of names of the committee members, their addresses, telephone numbers and email addresses, and ensure the chair is kept up to date. The Secretary also keeps an up-to-date list of all appropriate names and addresses. (i.e. PLA contacts, Day Care Advisor)

The Secretary:

- Sends invitation and thank you letters when necessary
- Writes letter on behalf of the preschool when required
- Keeps records of all correspondence
- Organises the AGM (including writing to prospective parents, Advertising, booking the Venue etc)
- To arrange visits from local newspapers photographers for special events, advertisements when necessary.

The Secretary keeps completely confidential any information regarding the children, families, Committee or Staff member which is learnt as part of the job.



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Treasurer Role Description

The Committee as a whole is responsible for making financial decisions

In preparing all accounts and reports, the treasurer will find assistance from the pre-school administrator.

Planning:

- The Treasurer will assist the Administrator in preparing in advance a Receipts and Payments budget for the year, The Treasurer opens and maintains the pre-school bank accounts, updating the list of signatories as necessary.

Day to Day

- The Treasurer administers the petty cash, ensuring all withdrawals are properly authorized.
- The Treasurer carries out banking as required and authorizing payments of all bills.
- The Treasurer oversees all financial duties carried out by the pre-school administrator.

Reporting

The Treasurer reports to the committee at every meeting

- Presenting a Receipts and Payments account for the year to date and term to date.
- Presenting the latest accounts book balance and likely movements in the coming term, recommending any action necessary.

The Treasurer checks and authorizes an Annual Receipts and payments account.

The Treasurer arranges for the independently examined accounts to be available to the whole pre-school at the Annual General Meeting

The Treasurer makes recommendations to the preschool about its finances and checks and authorizes an annual budget for the committee's approval.

The Treasurer keeps completely confidential any information regarding the children, families, Committee or Staff member which is learnt as part of the job.



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Fundraiser Role Description

This role may be undertaken by more than one person; in fact it is easier if this is the case. In some cases creating a sub-committee may benefit the smooth operation of a larger event such as a fete or the carnival.

The Fundraiser(s), together with the Chair liaise with the Staff, Parents, Committee and Surestart Management to facilitate the raising of funds throughout the year. These Funds are used to maintain the smooth and effective running of the Pre School by enabling them to purchase much needed items. Whilst the Government funding for the children's places contributes towards the main costs such as staffing, hall rental, and other bills; the funds raised elsewhere help supply the healthy snack, craft materials, consumables and updating the toys and equipment as required, therefore covering any shortfall.

The Fundraiser is required to attempt to raise on average £500 per Term (3 Terms per academic year) to meet these costs. They must do this by organising and running events throughout the year; by identifying the events that were successful from the previous year, adapting those that were not and adding new ideas that will refresh the approach and hopefully increase income. We have just decided to send out a letter to all parents in the Autumn term requesting a yearly donation of £20 per family. This would mean that we would need to run fewer fundraising events during the year if enough parents agree.

To do this the Fundraiser must work with the General Committee to agree events, ideas and timings. They must work with Administrator to establish and repeat the good working practice from previous years and events, using their knowledge of contacts and dates.

They must work with the Treasurer to agree any expenditure and record the monies raised at each and every event, ensuring that clear and accurate records are shared.

They must work closely with the Staff to ensure that smooth running, supportive and uncomplicated activities are undertaken.

They must liaise with the Centre Management to facilitate use of the building for bigger events.

They must work with the Secretary to maintain high levels of communication for team work and publicity of each event.

They need to have strong communication skills to persuade local businesses, personalities and individuals to support, donate and assist in the events.

Finally they must be able to encourage the time, help, donations and loan of items and general support of the parents and families, to be able to run the larger events and make the smaller ones worthwhile.

Recommended/Expected Events:

Christmas Raffle

Organised during September through the Autumn Term – the tickets and prizes are normally in place from the previous year's fundraisers. The current fundraiser must check the ticket proof, pay for them and then distribute the tickets to be sold. They should be sold or returned by the week of the Christmas Play/Concerts in December, to be drawn at one of the performances. Tickets can also be sold at other events during this time period such as the Thatcham switching on of the Lights.

Thatcham switch on of the Lights

The booking for this stall is made during September by the Administrator. The Fundraiser is required to organise the selling of items such as homemade sweet and cakes, run a Lucky Dip and run at approx four other activities under the heading of 'children's games' and 'gifts'. This requires a lot of support and negotiation with all the parties mentioned above. The event is usually on the Friday of the first week of December and takes most of the afternoon and evening to set-up, run and clear-up (with support).

Christmas Gifts from the Children

The Fundraiser can organise an activity with the children, so that the parents and families can purchase them as gifts. In the past there have been handprint tea-towels, CDs of the group singing, handprint and poem placemats, photo coasters and handprint shoe-bags. The idea is for the children to have taken part, been involved in the production of the item to personalise it; making it a reasonably priced gift for family members. The work with the children is to be carried out by the Fundraiser (or volunteers) with the support of the staff during the various sessions. Plan this early with the Staff, so as not to clash with their planning.

Christmas Plays/Concerts

An annual event that parents and families are invited to attend (during a midweek session timeslot). This can be an opportunity to sell any left over Raffle tickets (depending on the draw date), also any extra Christmas gifts (depending on production timeframes). But also an opportunity to sell Pre School teddies/uniform, hold a tombola stall or offer seasonal games.

Easter

The Pre School celebrate this with an Easter Bonnet Parade with families and parents invited to attend (during a midweek session timeslot). Therefore an ideal opportunity for small stalls of tombola (usually donated chocolate eggs from the parents) and games related to the time of year.

Pre School Sports Day

Another event that families and parents are invited to the setting to take part in and watch. This is during the Summer Term and usually held outside (over one midweek day). Therefore an opportunity for fete style activities - such as face painting, hook a duck, sports related games, etc. to be held during the picnic lunch between the two sessions. It is also the last function before most of the older children leaves for school - so could be an opportunity to create and sell memento style leaving gifts along side the Pre School Teddies and Mugs.

There are local community events also to consider:-

Thatcham Arts Week
Crafty Raft Day

Thatcham Fun Run

The key is to balance the larger and smaller events across the calendar year, against other events within the Pre School, setting, community and local schools.

The Fundraiser is given a folder that contains details of previous events, time tables, correspondence, profits, ideas and other general information, along with a USB devise storing documentation; this must be keep up to date to enable the smooth hand-over to the next person to hold this position.

As a Committee member the Fundraiser is expected to support other Pre School events, such as day trips, and the children's Christmas party. They must attend Committee meetings and provide regular reports on the preparation, progress, effectiveness and outcomes of the all events undertaken.

The Fundraiser keeps completely confidential any information regarding the children, families, Committee or Staff member which is learnt as part of the job.



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Other Role Description's

Shopper

To order or purchase all "shopping List" items agreed at committee meeting. Pre-School Manager to present list of requirements at each committee meeting, This ensure that snacks are always available for the children, this can also include shopping for planned events.

To attend committee meetings and participate in events, helping out where necessary.

First Aid box & Dressing up

To check on a regular basis that it is equipped to the required standard and refilled when necessary.

To wash all dressing up clothes half termly and keep in good repair, mending when necessary. When necessary wash the T-shirts used on fundraising events that advertise the sponsoring company.

To attend committee meetings and participate in events, helping out where necessary.

Token Collector

To collect tokens when necessary, arrange collection of tokens from parents - putting collection boxes outside pre-school, Counting tokens and liaising with Pre-School Manager for order and then posting off. Ensuring delivery of items and chasing where necessary.

To attend committee meetings and participate in events, helping out where necessary.

Ordinary Members

To attend committee meetings and participate in events, helping out where necessary.