

Committee Roles and Responsibilities

St Paulinus Pre-school committee comprises of Trustee who are all voluntary members. There are honorary officer roles including Chair, Vice-chair, Secretary and Treasurer

Job Description Chair

Purpose

To provide leadership to ensure St Paulinus Pre-school aims are achieved within the rules of the governing constitution. Act as a figurehead and represent the organisation publicly.

Key Responsibilities

- Maintain an overview of St Paulinus Pre-school's aims and activities including liaising with committee members
- Provide leadership and control the flow and information at committee meetings/ Annual General Meeting (AGM)
- Ensure the governing constitution is complied with at all times and only activities that plan to achieve the charitable purposes (aims) are allowed
- Plan and chair meetings, agendas, review and authorise minutes (along with secretary)
- Notify the necessary authorities (e.g. Ofsted, Charity Commission) of any relevant changes (e.g. addition/removal of Trustees, change in nominated person)
- Represent the organisation at meetings with the St Paulinus Hall Management Committee
- Support staff and act as a channel of communication between staff and trustees

Other responsibilities commensurate with the role and stated within the governing document.

The Vice Chair acts on behalf of the organisation in the absence of the Chair and would therefore have the same responsibilities as the Chair.

Job Description Secretary

Purpose

To provide administrative support to the organisation

Key Responsibilities

- Prepare agendas (with support from the Chair), take minutes at meetings (ensuring they are signed by the Chair at meetings), distribute papers and liaise with other Trustees
- Maintain organisation records, policies and procedures, staff and Trustee DBS details

Other responsibilities commensurate with the role and stated within the governing document.

Job Description
Treasurer

Purpose

Provide financial support to the organisation ensuring records and procedures are maintained and the organisation remains financially viable

Key Responsibilities

- Lead financial planning and oversee financial activity of the organisation
- Calculate and arrange payment of staff wages, PAYE and NIC payments
- Administration of NEST pension scheme
- Ensure the organisation is financially viable and notify the committee of any concerns
- Manage budgets and accounts and present them to the committee at meetings
- Ensure appropriate financial procedures and policies are in place and are adhered to
- Prepare relevant annual accounts for submission to the relevant bodies e.g. charity commission,
- Arrange annual accounts for auditing
- Update the committee regularly on their financial duties and responsibilities
- Review redundancy costs on an annual basis

Other responsibilities commensurate with the role and stated within the governing document.