

## Committee Job Descriptions

The committee meets once a month, usually 7.30pm until 10.30pm. (meetings may go on a bit longer) At the moment we meet on a Tuesday. Some of the positions require a greater time commitment than others. Some positions are adapted from Committee to Committee because of Members work and private commitments.

The following is a guide to what the roles entail.

### Chairperson

The chairperson has overall responsibility in running the pre-school and duties include:

- Arrange and chair monthly meetings with committee and staff
- Ensure regular update meetings are carried out with Manager
- Ensure regular update meetings are carried out with Administrator/ Bookkeeper
- Ensure good relations between members of committee, staff and parents
- Assess questionnaires sent to parents and deal with any complaints, queries etc
- Write annual and three year budgets, with Treasurer
- Maintain business plan
- Work closely with Manager re: staff appraisals, liaising with staff, and staff recruitment
- Be familiar with National Standards and make sure they are maintained at all times
- Review policies, operational plan and prospectus and amend accordingly
- Support and authorise the work of the treasurer and book-keeper
- Review job descriptions
- Ensure that everyone is carrying out his or her job correctly and provide support
- Liase with primary school (Secretary currently helps with this)
- Ensuring that copies of all certificates, qualifications and training courses for staff are kept on staff files
- Ensuring staff appraisals are carried out annually, to assess the training needs of each member of staff and ensure that each playleader goes on appropriate training courses throughout the year
- To ensure that standard 2 of the National Standards are complied with
- Inform staff of their annual pay increases if appropriate
- To distribute questionnaires on a regular basis to ensure that parents are satisfied with every aspect of their child's development at pre-school
- Ensure that Standards 6 & 7 of the National Standards are maintained at all times
- Ensure that the fire extinguishers and alarms are checked and that fire drills have been carried out each term
- Ensure Pre-school Maintenance is carried out and yearly PAT Testing is carried out
- Responsible for personnel and health and safety

### Vice Chairperson

The role of the Vice Chairperson is to support the Chairperson in every way. It is vital that the two work closely together and can share responsibilities. The Vice Chairperson must be willing to assume the role of Chair, in case of sickness or resignation until an emergency meeting can be held.



83 Main Street  
Witchford, Ely  
CAMBS. CB6 2HQ

## **Treasurer**

- Collection of monies, bills and paperwork to and from the Book Keeper on a regular basis if necessary
- Give financial reports provided by the Book Keeper
- Grants, including issuing forms and performing head count termly
- Telepay
- Budgets

## **Secretary**

- Take, type-up and distribute minutes of committee meetings
- Type other forms or letters as required by chairperson
- Assist with letters in trays from playleaders or fundraising committee as required
- Type up any amendments to policies, prospectus etc

## **Publicity**

Responsible for ensuring that each event is sufficiently publicised

- Create posters and distribute them around the village
- Contact local newspapers, radio stations
- Ensure that notice board is kept tidy and up to date
- Liase with fundraising members
- Write half termly newsletter for parents

## **Fundraising**

- Organise events or otherwise to raise money for pre-school (all staff and committee to help run these events)
- Give reports to committee on progress and success of events
- Liase with book keeper, treasurer and publicity officer
- Acquire prizes for events

## **Shopping**

- Liasing with staff weekly to get shopping list
- Buy shopping (for least amount of money)
- Ensure receipts are shown to Chairperson/ Manager for budgeting and then given to treasurer or book keeper for records and reimbursement

## **Maintenance**

This job entails the general up-keep of the Pre-school house and yard. You will need to:

- Liase with Chair and Manager with regards to health and safety
- Check maintenance book on a regular basis and ensure jobs are carried out as soon as possible
- Obtain quotations if a professional is required and keep the committee updated

## **Website**

- Liase with Committee at meetings to arrange the content of the Pre-school website
- Responsible for upkeep of Website and Facebook site