

Voluntary Management Committee Roles and Responsibilities

The role of the Voluntary Management Committee (VMC) is an important one and should not be underestimated. The committee are the employing body who have overall legal responsibility for decision making. The committee is the registered body with Ofsted and is therefore responsible for ensuring that all of the requirements under the Early Years Foundation Stage (EYFS) and other relevant legislation are appropriately met.

Individual committee members are responsible for ensuring that they are fully aware of and have a good understanding of their individual and collective roles and responsibilities.

The committee is made up of 5 or more members in line with the Constitution. The management committee must include 3 honorary members that are elected at the AGM (Annual General Meeting) or at a SGM (Special General Meeting). These are the Chair, Treasurer and Secretary. Some groups also elect a Vice Chair.

The work of the management committee is shared among its members. All members are jointly responsible for decision making however where there is a split decision, the Chair has the casting vote.

The Honorary Members

The role of the Chairperson

- Although the chairperson may lead the committee, he/she is not solely responsible for everything and can only undertake their responsibilities with the full support of the committee who are ultimately responsible as a group.
- The chairperson is the public face of the elected committee, representing the group where necessary at public events and sometimes at meetings of other organisations.
- In rare cases, some emergency may occur between meetings, which will require an immediate response. In this case the responsibility rests with the chairperson, who should consult with the committee members by personal contact or by telephone/e-mail before making an interim decision. This will be reported officially at the next meeting.
- Although the chairperson leads all committee meetings, this does not mean that the other members are there to meet the demands of the chairperson as an individual, rather they are there to collectively agree what needs to be done and who will do it.
- The chairperson is responsible for ensuring that meetings are effective, kept to time and the agenda is fully covered, that decisions are taken and implemented in a way that reflects the needs and wishes of the group members and makes the best use of skills and talents available when delegating tasks.

- The chairperson is usually the ‘nominated person’ with Ofsted for the committee.
- The chairperson needs to ensure and monitor that committee members and staff are aware of their roles and responsibilities.
- The chairperson is the direct line manager of the setting manager.
- The chairperson must support and authorise the work of the treasurer. This includes counter-signing all cheques and also checking at regular intervals (at least monthly) that the amounts of money banked correspond with the amounts signed for on original documents such as receipts and the fees book. The chairperson should also receive a copy of all bank statements.
- The chairperson must support the manager with monitoring the quality of the provision.

The role of the Vice Chairperson

- A vice chairperson may also be elected to support any work undertaken by the chairperson.
- In the absence of the chairperson, the vice chairperson will fulfill the chairperson’s duties as above.
- The vice chair may also have other delegated responsibilities as agreed.

The role of the Secretary

The secretary will have the delegated task of dealing with the group’s official paperwork except for keeping of the financial accounts.

The work includes:

- Writing and receiving letters for the group and keeping records of all correspondence.
- In consultation with the chairperson and manager, drawing up and circulating an agenda before meetings.
- Ensuring that everyone knows in good time about the date, time and place of committee meetings and general meetings. This includes a mechanism for notifying parents of the AGM.
- Keeping proper minutes of all meetings, and ensuring agendas and previous minutes are circulated ahead of meetings.
- Keeping lists of contacts up-to-date.
- Arranging the venues for meetings.
- Responsible for communicating decisions and activities to all stakeholders where necessary (landlord, employees, Local Authority, Ofsted, parents/carers, children and any other service users). This can take the form of letters, newsletters or information on notice boards.

The secretary can delegate some of this work if necessary. Some groups for example have a separate minute taker. In some groups it is the secretary who holds the waiting list and in consultation with the manager, informs families of available places.

The secretary may support the manager with any administrative duties.

The role of the Treasurer

The committee as a whole is responsible for making financial decisions but the treasurer is the one who keeps the records of all the group's financial transactions. He/she will work closely with, and be supported by, officers (chair/secretary) and delegated staff (manager/administrator) regarding income and expenditure.

The committee can decide to delegate some of the work to a paid book-keeper or administrator. However, if the committee decides to employ a paid person they must ensure that there is also a treasurer as stated in their constitution. The work of the paid book keeper or administrator must be monitored by the treasurer.

The treasurer must;

- Understand the importance of financial procedures and controls.
- Advise the committee on approving and setting budgets, financial accounting and inform on the financial implications of the business plan and budget.
- Keep the committee informed of the financial position and share any financial concerns at each meeting.
- Pay wages, pension contributions, PAYE tax and National Insurance.
- Keep income tax records: this legal requirement can be delegated to a payroll service or a paid administrator.
- Ensure that the Local Authority's Early Years Education funding for eligible 2 year olds and universally eligible 3 & 4 year olds is claimed appropriately even if this work is undertaken by the Manager.
<http://www.lincolnshire.gov.uk/eycc/early-years-entitlements/registration-and-delivery/129305.article> .
- Open/maintain the group's bank account, updating the list of signatories as necessary. It is good practice to have 3 bank signatories. All of these must be volunteer committee members, unless stated differently in the group's constitution.
- Arrange for the regular collection and banking of fees, ensuring that the fee book is signed in the presence of the manager and that all monies from other sources, such as fundraising events are accounted for.
- Be responsible for the setting's cheque book and ensure that all legitimate bills are paid promptly and entered in the accounts book.
- Be responsible for any online banking passwords and monitor with the chair any banking activity undertaken by any other committee members or the manager.

The role of all other committee members

The rest of the work is shared between the other committee members who will need to collectively undertake the following tasks;

- Attend regular committee meetings and appropriately support both the business and the manager.
- Keep the whole group informed of the committee decisions and activities via letters, newsletters and notice boards to parents & carers.
- Support the manager to ensure that Ofsted, EYFS and all other legislative requirements are met.
- Participate in the review of the policies and procedures in accordance with the EYFS and other legislation. These are working documents and must be reviewed on an annual basis with committee support. Policy changes may have to take place within the yearly cycle of review to ensure they are in line with current guidance and legislative changes.
- Support the recruitment and selection of appropriately qualified and suitable staff, in line with the setting's safer recruitment procedure. This will involve undertaking an enhanced DBS check (formerly CRB disclosure) for all new staff, volunteers and committee members.
- Support with meeting the objectives of the business by undertaking training, reviewing the workforce development plan and setting an annual training budget for staff and members.
- Support with undertaking tasks as delegated by the chairperson, to support with achieving the charitable aims and objectives of group.
- Make sure that the childcare environment is a suitable safe place to be, both for children and adults, in line with Health and Safety legislation, ensuring risk assessments are in place and reviewed on a regular basis. Communicating effectively with the staff team about their duty towards Health and Safety.
- Responsible for ensuring that the appropriate insurances are in place for your business this could be the premises, contents, and must be employers, employee & public liability, it is strongly advised that committee members consider reducing their liability which could include purchasing trustee indemnity insurance.
- Support staff development and monitor performance of the team including conducting the annual appraisal and cycle of regular supervisions of the manager/supervisor, supporting the manager to undertake appraisals and supervisions of the wider staff team. Where the committee delegates sole responsibility of the appraisal/supervision cycle for the staff team to the manager they must monitor these arrangements.
- The committee should be guided by the manager and staff team in the purchase of resources and equipment for the provision within the delegated budget.
- Responsible for the implementation of the groups fundraising strategy and plan (individuals could be nominated to co-ordinate fundraising activities).
- The committee is responsible for ensuring that the childcare business is compliant with Data Protection legislation, for example ensuring that child and

staff records are kept up to date, that these are stored securely and that the business is registered with the Information Commissioner Office (ICO)
<https://www.gov.uk/data-protection-register-notify-ico-personal-data>

- The committee is responsible for all legal and operational financial processes including financial sustainability. This includes making the accounts available to its members, funders, charity commission and company's house where relevant.
- It is the responsibility of all members to ensure that professional conduct is maintained all times.
- All members of the committee must adhere to the group's policies and procedures including those relating to conflict of interest, confidentiality and safeguarding at all times.
- It is the committee's responsibility to inform Ofsted immediately of any changes in committee or to the manager/supervisor, significant changes to the premises, any allegations of abuse or other changes as outlined within the EYFS <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Please note that the information described in this guidance document is not exhaustive and aims to give you an overview. Further information can also be accessed from the Charities Commission.