

Todmorden Flood Group

OFFICERS/CORE MEMBERS

ROLES AND DUTIES V3

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Management Committee

TFG is run by up to 11 in total unrelated individuals, bound by the constitution and with voting rights. This includes the management committee who consists of

- 1 x Chair
- 1 x Secretary
- 1 x Treasurer
- Up to 8 x core members

General members of TFG - individuals are welcome to join TFG public meetings who are affected by the issue of flooding in the Todmorden area however they have no voting rights. To be voted into a place on the committee, a person must put themselves forward either before or during an annual general meeting for a role and then be seconded by another member of the committee. Should the person not be seconded, they must stand down. If they are seconded, they must leave the room while the committee decides if they are suitable for the position and then a vote will be taken by a show of hands. Should a role become unoccupied during the year, then an interim place becomes available, however what duties that role entails is up to the committee members. Only an elected management officer will be considered to have full access to any and all privileged TFG information.

Role and duties of the chair – overall

- Leading the committee and the organisation to enable it to fulfil its purpose
- To ensure an effective relationship between:

- I. the committee and the volunteers
- II. the committee and the external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate
- Acting as line manager for volunteers

Chair – Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate
- Chair committee meetings ensuring:
 - A balance is struck between time-keeping and space for discussions
 - Business is dealt with and decisions made where necessary/possible
 - Decisions, actions and deliberations are adequately minuted
 - The implementation of decisions is clearly assigned and monitored
 - Ensure adequate support and supervision arrangements are made for volunteers directly managed or reporting to the committee
 - Ensure that a successor is found before the term of office finishes

Chair – Qualities

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well
- Possesses organisational and personnel management skills

Role and duties of the secretary – overall

- To ensure that committee meetings are properly administered
- To ensure other meetings, such as the AGM, and events are properly administered
- Keep membership records up-to-date
- Monitor committee member action points

Secretary – Specifically

- Planning meeting dates, booking rooms, sending out notifications, minutes and other papers
- Drawing up agendas together with the Chair
- Minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions
- Maintain accurate and up-to-date membership records

- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate
- Make arrangements for any necessary reporting to be done. For example, the annual report to members

Secretary – Qualities

- To be organised and methodical
- Able to take good minutes
- Able to keep accurate records
- Has the relevant skills to organise a meeting well

Role and duties of the treasurer – overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports/returns, accounts and audits

Treasurer –Specifically

- Liaise with relevant committee members and/or volunteers to ensure the financial viability of the organisation
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc.)
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
- Cheque signatories
- Any others as appropriate
- Lead on appointing and liaising with an independent examiner if required. Undertake bookkeeping duties ensuring posting and bookkeeping is kept up-to-date
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments

Treasurer – Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations
- Knowledge of bookkeeping and financial management (as necessary)
- Good financial analysis skills

- Ability to communicate clearly

The treasurers' role is subject to changes in law, recommended good practice and the size/purpose of the group. For more details, please visit the Honorary Treasurers' Handbook available from www.honorarytreasurers.org.uk.

Role and duties of the core members overall

Ensure the signed TFG constitution is adhered to

Core Members Specifically

The role/duties of core members can be as simple or detailed as agreed by the individual and management committee. The main reason for being a core member is to have the right to vote in TFG meetings and give their opinion on how the group progresses however TFG is a voluntary group and as such, any extra duties given must not overwhelm the individual.

If at any time, it is felt by the committee that a core member is not able to fulfil their agreed duties, they may be relieved of them. This is understood that it is not a reflection on a person's character but that personal circumstances change and at all times their health and wellbeing are more important. There are many duties within TFG, a core member may take up. This includes, but is not limited to;

- PR
- Training
- Volunteer coordinator
- Recruitment
- Hospitality
- Events
- Stocktaking

When attending public meetings, only the officers e.g., chair, secretary and treasurer may speak on behalf of TFG. This is to ensure there are no mixed messages as core members may not have the same updated/historical data as officers. It also allows TFG to remain neutral in language used and avoids the possibility of conflict of interest. This is not to take the voices of the members away but rather allow them their own personal opinions which may or may not fit in with TFG guidelines.

Role and duties of coopted members overall

As per the TFG constitution

- The management committee may appoint and remove co-opted members without voting rights in order to provide specialist advice or expertise;

- Co-opting members is simply a mechanism for bringing someone onto the committee at any time of the year where the usual process would involve an election at the AGM. Such an appointment will not be included in the maximum number restriction for the committee. Confusion may arise when an individual is ‘co-opted’ onto the committee for a special purpose but the role lacks clarification, therefore, TFG will decide and minute at the outset the nature/length of time of the role of each person sitting round the table so that there is no confusion or misunderstanding in the future.

Coopted Members Specifically

- Co-opted members may not use their role within TFG to advertise their business or seek remuneration in any form.
- Co-opted members may not advise themselves as “TFG approved” either verbally or in print.
- Co-opted members may advise TFG but it is up to the group as a whole whether they follow the advice or not. These decisions are to be clearly minuted and reasons for and against stated.

Ex Officio members

The definition of ‘Ex officio’ is a of a community group member by the virtue of the position they hold e.g., the current Mayor is automatically on the committee by virtue of their office. TFG does not allow any ex officio members under the constitution and maintains impartiality at all times from all local and national statutory bodies. That said, all representatives are welcome to attend open meetings and their views will be noted.

All committee members must:

- Be active – you cannot be a dormant or ‘sleeping’ committee member, you are still liable for the decisions the others make in your absence
- Act jointly – an individual has no powers on their own unless they have been specifically given them by the committee (minuted at a proper meeting)
- Act constitutionally (and within the law) – make sure that you act within the powers and objects set out in the constitution. Including following the constitution on how meetings are run and how the committee is recruited
- Act in the interests of the beneficiaries – put yourself in the beneficiaries’ position and make decisions that are best for them
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated
- Have a duty of care – act prudently and reasonably
- Not delegate control – everything can be delegated except the power of delegation but the management committee remains responsible and accountable

- Not benefit personally – unless allowed specifically in the constitution or by law
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest

All committee members should:

- Strive to attend all meetings, sending apologies to the group email for necessary absences
- Prepare for the meeting by reading the agenda, papers and emails before the meeting
- Talk to the chair before the meeting if you need to clarify anything
- Arrive on time. Stay to the end
- Participate fully in the meeting;
- Listen to what others have to say and keep an open mind
- Contribute positively to the discussions
- Try to be concise and avoid soliloquies/speeches
- Help others concentrate on the meeting. Discourage side conversations
- Have the best interests of the organisation/beneficiaries in mind at all times
- Draw attention to any potential conflicts of interest that may arise in the meeting
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting

All Committee Members - Ideal Qualities

- Have a commitment to the organisation and its aims
- Have a willingness to devote the necessary time and effort
- Possess good judgement and independence of mind
- Show a willingness to work collectively as part of a group
- Seek constructive debate and dialogue over confrontation

Further Links –

Todmorden Flood Group has used guidelines from www.governancepages.org.uk and www.honorarytreasurers.org.uk to create the management committee roles which are suitable for both community groups and meets the Charity Commission requirements

How to contact TFG

Email – todmordenfloodgroup@gmail.com