

COMMITTEE MANAGEMENT

THE RESPONSIBILITIES OF COMMITTEES

The committee has a responsibility to manage the organisation on behalf of the members. The committee should:

- conduct long-term planning of activities so that the aims and objectives of the organisation are fulfilled
- develop policy and procedures
- manage external relations and advocacy issues
- obtain resources and ensure that all financial and legal matters are properly managed
- carry out the recommendations of members
- regularly communicate with, and provide information to members about the running of the organisation
- evaluate the performance of officials, employees, subcommittees and, importantly, itself
- provide detailed written records and job descriptions to a newly elected committee to facilitate transition into their roles
- ensure that all members of the committee act as leadership role models

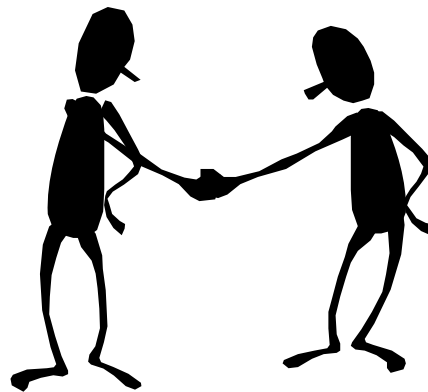
The role of the committee can be summarised into four main categories:

Plan Examine alternatives for action and decide on appropriate directions according to the purpose, philosophy, culture and budget of the organisation. Determine relevant policies to guide the implementation of organisational plans.	Lead Be enthusiastic and work from an informed and well-researched knowledge base which includes a sub-committee or working group structure, clear and concise reports and wide representation of stakeholder opinions. Regularly communicate both the vision and the detail to members and other relevant stakeholders.
Organise Ensure that plans are implemented, achievable objectives are agreed to, suitable strategies are designed to ensure satisfactory progress, and operational stages are implemented and evaluated. Ensure that resources (people, equipment, money) needed for these to be achieved are provided.	Control Be responsible for defining expectations and requirements, and taking appropriate action to ensure that the outcomes are achieved.

WHAT MAKES AN EFFECTIVE COMMITTEE MEMBER?

An effective committee member should have:

- commitment to the mission of the organisation
- sufficient time to devote to the committee
- an understanding of the role of the committee
- enthusiasm and an interest in people
- leadership skills and a willingness to accept responsibility
- tact, judgement, discretion and listening skills
- strategic vision
- dedication
- good communication skills



THE ROLE OF THE **CHAIRPERSON**

The Chairperson (usually the Club President) is the principal leader and has overall responsibility for the club's administration.

From a strategic perspective, the Chairperson should:

- set the overall annual committee 'agenda' (consistent with the views of members)
- help the committee prioritise its goals and then try to keep the committee on track by working within that overall framework

At the operational level, the Chairperson should:

- facilitate effective management committee meetings

The Chairperson/President should:

- be well informed of all organisation activities
- be aware of the future directions and plans of members
- have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- manage committee and/or executive meetings
- manage the annual general meeting
- represent the organisation at local, regional and national levels
- be a supportive leader for all organisation members
- act as a facilitator for organisational activities
- ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members

THE ROLE OF THE **SECRETARY**

The Secretary is the chief administration officer of the organisation. This person provides the coordinating link between members, the management committee and outside agencies.

An effective Secretary is someone who can:

- communicate effectively
- think clearly and positively
- maintain confidentiality on relevant matters
- manage and supervise others (in relation to secretarial duties)
- organise and delegate tasks

THE ROLE OF THE TREASURER

The Treasurer is the chief financial management officer for the club.

The Treasurer's tasks include:

- preparing the annual budget
- planning for the club's financial future
- regularly monitoring revenue and expenditure
- helping other committee functional areas with financial matters

An effective Treasurer needs to be:

- well organised
- able to allocate regular time periods to maintain the books
- able to keep good records
- able to work in a logical, orderly manner
- aware of information needing to be kept for the annual audit