

## Administration

### 4.11 Role of Committee Members

#### Role Description- Chair

<b>Responsible to:</b>	St Joseph's Out of School Club Committee
<b>Responsible for:</b>	St Joseph's Out of School Club and Line management of Play Leader.
<b>Purpose of the role:</b>	To act as the public face of the Out of School Club to fulfil legal and statutory requirements; Representing the Out of School Club where necessary at public events and sometimes at meetings with other organisations. To contribute to the strategic direction and development of the Out of School Club service ensuring that St Joseph's Out of School Club is providing safe, high quality education and care for Out of School Club children

#### Specific Committee Member Duties:

- Act as first point of contact for St Joseph's Out of School Club.
- Responsible for ensuring that the Out of School Club's single central records is up to date.
- **Leadership:** Ensure the strategic development of the Out of School Club is identified and followed through by Committee members and staff.
- **Staff management & interaction:** Line manage Out of School Club Play Leader and support them in their role as required undertaking one to one meetings and annual performance appraisal, together with being readily available to staff members.
- Work with the Play Leader and other Committee members as required on the hiring of staff, safer recruitment practices (including references, qualifications check, identification and DBS checks), draft employment contracts, and help with sorting out training requirements with them.
- Make sure personnel files are kept up-to-date.
- Attend staff meetings if requested. Work with the Play Leader to deal with any additional employment issues, e.g. staff discipline, complaints etc. Be available to staff to discuss employment issues.
- Responsible for ensuring Disclosure and Barring Service checks are undertaken for new staff – delegated to Treasury Administrator.
- **Committee support:** Liaise with all Committee officers in their respective roles and give support as necessary.
- Liaise with Treasurer on the preparation of budgets and Charity Commission Annual Return document.
- Liaise with the Treasurer with regards to pay reviews for staff. This is based on the Out of School Club's financial position and is not an automatic increase.
- Ensure that the Committee operates to its Constitution.
- **Committee/AGM meetings:** Chair all Committee meetings and ensure these meetings are run effectively. Review minutes prior to circulation. Hold the Annual General Meeting.
- Ensure that decisions are voted on by a quorum of members, either for or against a proposal. Have a casting vote in the event of a tie.
- **Fundraising:** Liaise with the Secretary or appointed Fundraiser(s) (as applicable) with regards to fundraising activities and give support where required.
- **Correspondence:** Deal with all correspondence as appropriate managing the Out of School Club email account.
- **External liaison:** Deal with all Ofsted documentation and meetings. Attend inspection as and when necessary. Act as Ofsted nominated person. Report notifiable events to Ofsted.

- Liaise with Social Services and Gloucestershire County Council Early Years on matters to do with the Out of School Club– inspections (form filling) and reporting incidences when they occur at the Out of School Club, ie. if a child has a serious injury etc.
- Liaise with PATA on matters to do with the Out of School Club– business advice (eg. contracts) etc.
- **Parent consultation:** Ensure parent consultation takes place once a year working with the Play Leader and with assistance from Secretary – if required. Ensure results are disseminated and action taken as necessary to improve the performance of the Out of School Club.
- **Committee member induction:** Provide induction information to new Committee members, ie. introductory trustee guide, constitutional information, form EY2 for Ofsted clearance and Disclosures and Barring Service checks (both online); update Charities Commission trustee information (latter delegated to Treasury Administrator). Completion of EY3a form for Ofsted with regards to changes to Committee (assisted by Treasury Administrator).
- **Policies and procedures:** Regularly review and update policies and procedures in conjunction with other Committee members – delegated to Treasury Administrator.
- **Other:** Deal with grant applications if and when required.
- Deal with complaints from parents appropriately.
- Deal with annual insurance renewal – delegated to Treasurer.
- Make quick decisions in the event of a crisis. You must try to canvass the opinion of as many of the Committee as reasonably possible before making a decision if it is essential that a decision be made before the next Committee meeting.
- Negotiate on behalf of Out of School Club, with the Treasurer, with regards to the occupancy and costs associated with the Leigh Building.

The Chair keeps completely confidential any information regarding the children, families, committee or staff members which is learnt as part of the job.

The Chair is required to sign the Committee Confidentiality Agreement (see Policy 1.4) and adhere to it.

The Chair must avoid putting himself/herself in a position where their duty to the Out of School Club conflicts with their personal interests or loyalty to any other person or body. If it is identified that there is a potential conflict, then they will be required to complete a Conflicts of Interest form (policy 2.7).

*NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any order which have been made against them.*

### Role Description - Treasurer

<b>Responsible to:</b>	St Joseph's Out of School Club Committee
<b>Responsible for:</b>	St Joseph's Out of School Club's financial accounts and the line management of the Treasury Administrator
<b>Purpose of the role:</b>	Overseeing the keeping of proper accounts of finances for St Joseph's Out of School Club. Including signing cheques, invoicing parents, overseeing ordering/training requirements, preparing end of year accounts for Charity Commission.

#### Specific Committee Member Duties:

- **Committee/AGM meetings:** Attend Committee and AGM or other formal meetings. Update meeting with regards to the financial accounts of the Out of School Club.
- **Financial duties:** Keep up-to-date accounting records.
- Oversees all financial duties carried out by the Treasury Administrator.
- Treasurer makes recommendations to the Out of School Club about its finances and checks and authorises an annual budget for the Committee's approval.
- Treasurer to receipt all monies received; keeping supporting documentation for all payments made. Bank cash and cheques regularly.
- Be responsible for the Out of School Club cheque book and liaise with the bank (HSBC), ensuring all payments are made correctly and on time. Reconciliation of bank statements.
- To submit employee timesheets to payroll provider (PATA) – supported by the Finance team.
- To oversee the preparation of termly invoices (spreadsheet and associated sales ledger) by the Treasury Administrator prior to issue.
- Pay rent on the Leigh Building and negotiate terms with St Joseph's Catholic Primary School.
- Reporting actual against budget at each Committee meeting.
- Ensure fees/membership/insurance renewals are paid in a timely manner (ie. Ofsted, PATA, Morton Michel).
- Book and pay for training required by staff.
- Book and pay for replacement equipment/toys etc as required.
- Allocate petty cash monthly to Play Leader
- **Charity Commission Annual Return:** To submit the Out of School Club's Annual Return on the Charity Commission website within the 10 month timescale.
- To provide Chair with audited/independently examined accounts and report for completion of Charities Commission annual return.
- Production of final accounts for auditing/independent examination and for presentation by the Treasurer at the AGM in the summer term.
- To produce the Out of School Club's Trustees Annual Report and present to the Out of School Club's Annual General Meeting.
- **Fundraising:** organises floats for fundraising events

The Treasurer keeps completely confidential any information regarding the children, families, committee or staff members which is learnt as part of the job.

The Treasurer is required to sign the Committee Confidentiality Agreement (see Policy 1.4) and adhere to it.

The Treasurer must avoid putting himself/herself in a position where their duty to the Out of School Club conflicts with their personal interests or loyalty to any other person or body. If it is identified that there is a potential conflict, then they will be required to complete a Conflicts of Interest form (policy 2.7).

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### Role Description - Secretary

<b>Responsible to:</b>	St Joseph's Out of School Club Committee
<b>Purpose of the role:</b>	Responsible for producing/organising St Joseph's Out of School Club's correspondence and fundraising (if applicable) as required by the Chair and assist with administration paperwork for the Play Leader

#### Committee Member Duties:

- **Committee/AGM meetings:** Attend Committee and AGM or other formal meetings. Ensure that a copy of the minutes and agenda are in the Out of School Club's minutes file at the setting.
- **Parent consultation:** Assist the Play Leader in updating the annual parent questionnaire as per the requirements of the Committee. Distribute in February. Collate results and distribute findings, including details of actions taken/to be taken, to Committee and all family members.
- **General:** email parents and staff updating them on issues associated with the Out of School Club– some as directed by the Chair.
- Secretary will send invitations and/or thank you letters, and when necessary write letters on behalf of Out of School Club when required.
- **Local advertising:** Ensure any publicity information within local papers is submitted to editorial deadlines. Organise the update of posters and postcards advertising St Joseph's Out of School Club.
- Submit articles to the Nympsfield News & Advertiser in a timely manner.
- Provide regular reports on the preparation, progress, effectiveness and outcomes of all the events undertaken.
- **Termly Newsletter:** produce termly newsletter to parents/carers, including details of fundraising events that term and reporting back on previous events etc.

The Secretary keeps completely confidential any information regarding the children, families, committee or staff members which is learnt as part of the job.

The Secretary is required to sign the Committee Confidentiality Agreement (see Policy 1.4) and adhere to it. The Secretary must avoid putting himself/herself in a position where their duty to the Out of School Club conflicts with their personal interests or loyalty to any other person or body.

If it is identified that there is a potential conflict, then they will be required to complete a Conflicts of Interest form (policy 2.7).

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### Role Description – Fundraiser(s)

<b>Responsible to:</b>	St Joseph's Out of School Club Committee
<b>Responsible for:</b>	Organising fundraising activities
<b>Purpose of the role:</b>	To raise much needed monies through fundraising activities as agreed by St Joseph's Out of School Club Committee. To organise involvement of parents/carers of children who attend the Out of School Club. To source donations from the local community.

#### Committee Member Duties:

- Provide regular reports on the preparation, progress, effectiveness and outcomes of all the events undertaken.
- **Committee/AGM meetings:** Attend Committee and AGM or other formal meetings.
- **Fundraising:** To raise much needed monies for St Joseph's Out of School Club
- Work closely with the Treasurer to agree any expenditure and record monies raised at each and every event, ensuring that clear and accurate records are shared;
- Work closely with staff to ensure smooth running, supportive and uncomplicated activities are undertaken;
- generate/source fundraising ideas, eg 1 or 2 raffles a year and/or possibly a table(s) at St Joseph's Catholic Primary School's Christmas Fayre.
- Provide regular reports on the preparation, progress, effectiveness and outcomes of all the events undertaken;
- organise ideas and donations for fundraising events (eg. 1 or 2 raffles per year);
- deliver letters to shops for donations;
- collect any donations made for the event.
- **Publicising Out of School Club/PTA events and activities:** (work with the Secretary)
- ensure good communication between the Out of School Club and the PTA;
- to get to know as many parents/carers as possible;
- to promote and communicate what is going on;
- to enthuse other parents/carers about what is going on and how to be involved.
- **Local newspapers:**
  - liaise with local newspapers to get articles on Out of School Club fundraising published – as directed by the Committee – working with the Secretary
- **Termly Newsletter:**
  - Submitted items to Secretary in a timely manner, reporting on fundraising events and what monies used for.
- **Advertising:**
  - Create posters etc to advertise Out of School Club events. Including use of Facebook.

The Fundraiser keeps completely confidential any information regarding the children, families, committee or staff members which is learnt as part of the job.

The Fundraiser is required to sign the Committee Confidentiality Agreement (see Policy 1.4) and adhere to it.

The Fundraiser must avoid putting himself/herself in a position where their duty to the Out of School Club conflicts with their personal interests or loyalty to any other person or body. If it is identified that there is a potential conflict, then they will be required to complete a Conflicts of Interest form (policy 2.7).

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<b>Version Number</b>	<b>Author</b>	<b>Purpose of change</b>	<b>Date</b>
<b>1.0</b>	<b>NP and HS</b>	<b>Updating policies</b>	<b>23.01.2023</b>