GLENTROOL & BARGRENNAN COMMUNITY TRUST

ROLE & RESPONSIBILITY OF COMMITTEE MEMBERS

The Role

The role of a management committee member is to ensure that the organisation is properly run for the benefit of it’s members.

Role Description

* Ensure the organisation complies with its constitution, and other relevant legislation
* Ensure the organisation pursues its objectives and uses its resources for these ends
* Contribute actively to the committee
* Safeguard the good name and values of the organisation
* Declare any conflict of interest while carrying out the duties of committee member
* Be collectively responsible for the actions of the organisation
* Protect and manager the property of the organisation, ensuring the proper use of the organisation’s funds
* Make sure the organisation is properly insured against all reasonable liabilities
* Appoint and support the employees
* Use specific knowledge or experience to help the committee reach sound decisions
* Attend meetings, and read papers in advance of meetings
* Attend subcommittee meetings, participate in other tasks arising from time to time, such as interviewing new staff, helping with fundraising etc.

Personal Specification

A commitment to the organisation and its objectives

An understanding and acceptance of the legal duties, responsibilities and liabilities

A willingness to devote the necessary time and effort to their duties

Strategic vision and good judgement

An ability to work effectively as a member of a team