

# **New Park Village TMC Roles & Responsibilities**

## **Roles of Officers in the Committee – Good Practice**

This information sheet provides some guidance to the jobs generally taken on by the Chair, Secretary and Treasurer.

In small, fairly informal TMCs you don't need to stick to rigid rules about official roles. A lot of the work can be shared out amongst the committee as a whole – the more people who are actively involved, the better.

The important thing is that everyone knows what they have taken on, and that this has been discussed and agreed by the whole committee.

The information here is a starting point for discussion about what needs to be done, and who will do it.

## **The role of the Chair (or Chairperson)**

The Chair's job usually falls into four main areas:

1. Chairing meetings.
2. Helping the committee to work together as a team.
3. Having an overview of the work of the TMC.
4. Being the public face of the TMC.

## **Chairing meetings**

Chairing meetings is the most visible role of the Chair. The job is to help the meeting to run smoothly and effectively and involve everyone. Here are some central points:

Plan and think about the meeting in advance.

Prepare an agenda. (In conjunction with the chief officer)

Work through the Agenda as presented to the meeting; add to any other business if meeting starts to go off subject

Make sure the meeting gets through all the necessary business.

Make sure everyone gets a chance to contribute and no one dominates.

Summarise the to be put to the vote and put proposal to the meeting for a show of hands

Make sure clear decisions are reached, confirm the proposal, and make sure any action noted for the minutes

Start and finish on time.

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## **Helping the committee to work together as a team**

The strongest committees work as a team. The Chair is an important part of the team, but is not the boss. It is not your role to make all the decisions, or do all the work. It is your role to encourage and involve all committee members in whatever way they are able to contribute.

## **Having an overview of the work of the TMC**

The day-to-day work of the TMC is important, but someone needs to be thinking about the bigger picture. It's not up to the Chair to decide the direction and activity of the committee, but to help the committee work this out.

Regularly remind yourself of your aims, and think about what needs to be done to achieve them.

## **Some ways of doing this are:**

Once a year, have a discussion as a committee about the TMC's plans for the coming year. What are the main things you want to achieve? The Delivery Plan and Risk Assessments

Have a regular item on the agenda to discuss how recent events and activities went. For example, how a particular tidy up day or ant fly tipping campaign was received. What worked and what didn't at the AGM, or the successes and problems with a particular meeting with Council Officers.

## **Being the public face of the TMC**

The Chair is sometimes the first point of contact for the Council, other voluntary organisations or anyone else interested in the work of the TMC. Although this may also be the chief officer. The Chair might be asked to attend other' events, or to get involved with another project.

It's not the Chair's job to take all of this on by yourself. Discuss it with committee members, see if it is something the TMC wants to do and if so who is best person to do it.

## **The Role of the Secretary**

The Secretary's job usually falls into three main areas:

1. Taking minutes at the committee and general meetings.
2. Keeping people informed about the organisation's activities.
3. Receiving and responding to information, emails and letters.

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## **Taking minutes at meetings**

Taking minutes is often the main job of the Secretary. Minutes are simply notes taken during the meeting to remind you what was discussed and agreed.

A few central points to remember are:

- Don't try to write everything down – it's impossible and not useful.
- Concentrate on getting down what has been decided, and who is going to do it.
- Listen carefully to the discussion and think about what overall points are being made.
- Keeping people informed
- There is a basic level of communication needed in every TMC:

Committee members need to know the date, time and place of the next meeting, and receive minutes and an agenda. Some of this may be done via the TMC staff

How much, and what sort of publicity you need will depend on exactly what you are trying to do. It's not up to the Secretary to make all the decisions about your publicity and communication – the committee as a whole needs to think about this, and divide up and delegate tasks.

There are also lots of different ways of communicating with each other. You need to work out what suits your committee members best, and might want to use a mix of different methods, such as social media as well as printed flyers.

## **Receiving and responding to information, emails and letters**

The Secretary, along with the Chair, is often the contact for information from other organisations or any formal communication with the TMC, although the chief officer will also be a point of contact.

The Secretary and Chair may also often be the advertised contacts for people interested in joining the TMC.

The Secretary's role is to make sure that any information they receive is dealt with. This doesn't necessarily mean doing it all yourself, but making sure that someone is. For example, an invitation to attend an event could go to the next committee meeting and an enquiry from someone interested in joining the TMC could be passed on to another committee member. Or more likely TMC staff

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## The Role of Treasurer

The Treasurer needs to have an overview of the TMC's financial situation and liaise with the chief officer to make sure the TMC is able to provide information to help the TMC make informed decisions.

It is important to remember that the Treasurer does not have sole responsibility for the TMC's finances. At New Park Village a large part of this responsibility is taken by the chief officer and other TMC staff, and the accountant or finance support via the accountant, with the Treasurer and the committee having an overseeing role.

### The Treasurer's job covers two main areas:

1. Keeping financial records for the TMC.
2. Keeping the TMC informed of their financial situation.

This is required by the **Financial Regulations** in the management agreement and is shared with the chief officer who is responsible for maintaining records of all transactions via the SAGE accounting system.

### Keeping financial records for the TMC

TMC staff have a responsibility to do the following:

Record transactions via SAGE and other financial procedures required to facilitate repairs and maintenance costs, and that all connected paperwork is retained

The moral of this for TMC staff is - Don't put off the task of recording money that has been received and spent until it becomes confusing and complicated. Do it straight away!

The Treasurer also has the role of reconciling petty cash each month.

### Here is quick checklist of the main tasks to be overseen:

Maintain a record of the money going in and out of the TMC funds. Making sure there are monthly financial reports on budgets and expenditure, presented at management committee meetings

Check and keep bank statements.

Receipts for all items bought are retained

That all paperwork for all grants and money received is recorded

A system for dealing with expenses and petty cash, which the Treasurer can check each month and can reconcile.

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## **Keeping the committee informed**

It is the Treasurer's job to keep the committee informed about the TMC's money, so everyone understands the overall financial situation.

It's useful to give a financial update at every committee and the accounts available for AGM's. This doesn't have to be a big task. It's useful for your update to cover:

### **How much money the TMC has.**

How much has been spent since the last meeting, and what on.

Any problems or issues you have spotted or have been brought to your attention by the chief officer

At the Annual General Meeting you will need to provide a fuller report that covers the whole year.

## **Summary**

The strongest committees work as a team – the work is spread around, everyone is playing a part and you are all getting on with each other. This is easier said than done, and doesn't just happen by itself – it takes time and thought.

One of the key factors is regular, open and full discussion at committee meetings. Try to make sure that everyone is involved in decisions about the work of the TMC, and how responsibilities and jobs will be divided up.

A useful starting point might be to discuss the different jobs outlined in this sheet, and adapt and develop them to suit the committee.