

623 Club Voluntary Committee – Roles and responsibilities

Introduction

It is the role of the voluntary committee to oversee and co-ordinate the running of 623 club, ensuring the continuation of its highly valued after school and holiday club service to the local community.

Committee Authority

- As set out within Constitution

Responsible

- To Committee, Members and, ultimately, Ofsted

Requirements

- Genuine interest in child care
- Organised, effective communication and team ethic
- Treasurer – previous accountancy experience would be advantageous
- Valid DBS required for all posts (Club will provide)

The constitution requires the appointment of three 'Honorary Officers' as summarised below:

Chair – Scope

- Ofsted 'nominated person' – ultimately responsible for safeguarding issues
- Liaison with DCC, Curbar School and any third parties
- Liaison with Club Co-ordinator particularly with regards staff recruitment and personnel issues
- Overseeing and reviewing management systems including undertaking audits
- Co-ordination of committee activities including preparation of meeting agendas and calling AGM

Treasurer - Scope

- Liaison with Co-ordinator, Members, suppliers and others re: payroll, invoicing and purchase ledger
- Preparation of P&L account and balance sheet for presentation at AGM

Secretary - Scope

- Ensure that the necessary Insurances are in place
- Provide effective communication with Members

In addition the constitution requires the election of two other committee members. The current committee have delegated marketing and IT matters to these Members.

For further information with regards these roles, please contact Karen Esposito (current Chair):

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