

COMMUNITY ACTION: MK

What is a Committee?

A committee is a group of elected people who come together on a regular basis to consider issues of how a group is organised and run, and what is needed to help groups to achieve their aims.

This group of people is usually called the Management Committee, Executive Committee or Board of Trustees, although they could choose to be called anything they wish.

Committee members ALL share responsibility for ALL aspects of the organisation and its activities. In particular the committee member has a legal responsibility to ensure that all decisions taken by the committee:

- reflect the values, purposes and policies of the organisation;
- respect any promises given to members, users and/or funders;
- accord with proper management of the groups income and assets; and
- are in line with equal opportunities.

The executive committee cannot delegate control of, or responsibility for the charity to any other people, but they are always welcome to seek help and advice from others. When all is said and done, the **management committee have overall responsibility for their group at all times!**

Six key roles for the Executive Committee

The executive committee has the final responsibility for the organisation. If things go right you might be praised. If things go wrong you get the blame! Each member shares this responsibility.

The committee needs to work together to ensure that:

1. The organisation works effectively towards its aims (as given in the constitution) and has a clear sense of direction. This involves a lot of planning and discussion.
2. Money and resources are:
 - managed properly
 - used to help the organisation work towards its aims
 - used for the purpose for which they were given

(this is the responsibility of all committee members, not just the Treasurer)

3. The organisation is accountable (answerable) to funders and members. Can you show that it is doing what it is supposed to do?
4. All activities are legal. Nobody expects a trustee to know everything about everything! But if you are unsure, it is your responsibility to check things out.
5. People working for the organisation as staff and volunteers are properly supported and managed.
6. The committee manages itself properly.

This information sheet has been produced by Community Action: MK and was last updated in 2015. Community Action: MK has taken all reasonable precautions to ensure that information contained in this document is accurate, but stresses that the content is not intended to be legally comprehensive.