

# COMMITTEE MEMBERS ROLES & RESPONSIBILITIES



## LEGAL DUTIES

1. Ensuring the organisation meets its objectives as set out in the constitution.
2. Ensuring the organisation complies with the rules set out in its
3. constitution and acts legally in all its activities
4. Acting in the interests of the organisation and its beneficiaries, and not for personal benefit.
5. Informing meetings of any interest in a contract that could lead to conflict of interest
6. Providing proper accounts of the organisation's activities to its members, funders and other regulatory bodies
7. Providing annual reports as required by law and ensuring that accounts, annual returns and other required information is filed on time.
8. Seeking professional advice when necessary
9. Ensuring the organisation's resources and assets are well managed and used to pursue its objects.
10. Keeping up to date with the organisation's activities to ensure informed decision making at all times.
11. As far is reasonable, keeping abreast of legislation that may affect the organisation's work and direction.
12. Complying with relevant legislation, including employment law and data protection law.
13. Ensuring that the organisation has effective health and safety policies and procedures covering all its premises and activities and that they are effectively monitored
14. Ensuring that necessary insurance policies are taken out and periodically reviewed
15. Ensuring that the organisation meets all its contractual and other obligations, including employment contract, tenancy and/or licence agreements, funding contract and equipment licences
16. Ensuring the organisation does not discriminate unlawfully in employment or service provision.
17. Regularly attending management committee meetings and working jointly with other committee members

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## MANAGERIAL TASKS

1. Setting overall policy and short, medium and long-term objectives
2. Identifying, discussing and agreeing new areas of work
3. Ensuring that there are systems for regular monitoring and evaluating the organisation's work.
4. Being a good employer
5. Supervising and supporting senior staff and ensuring other employees and volunteers are properly supervised and supported
6. Ensuring the organisation's equal opportunities policy is implemented and monitored
7. Promoting the organisation

Links believes that this information is correct at the time of publication, however details may change.  
You are advised to contact Links for the up to date position and seek legal advice where appropriate.

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09/04/2003