

St Michael's Playgroup St Albans

Chair, Treasurer, Secretary and Trustee role description

Roles:	Charity Chair, treasurer, secretary and trustee (unpaid volunteers)
Responsible to:	Committee of trustees
Responsible for:	Manager (Chair) None (trustees)

Purpose: To set out the charity's direction; promoting its charitable purposes, upholding its values and delivering its goals. Work as part of a team with the other trustees in all matters to ensure the effective management and administration of the charity, in line with the charity's governing document, policies, procedures and relevant legislation. Employ and manage staff to provide successful and high quality childcare provision.

Main tasks:

- To act in the best interests of the charity and its beneficiaries at all times and to avoid and declare situations which may lead to a conflict of interest.
- To prepare for and attend meetings; contributing to the successful leadership of the charity and to the implementation of effective systems to manage the finances, administration, employees and activities of the charity. (Chair, treasurer, secretary) Take minutes at meetings (secretary)
- To contribute to the recruitment and effective management of a team of qualified early years practitioners who will take charge of the day-to-day running of the childcare provision; ensuring that high standards of care and education are provided and that the Early Years Foundation Stage requirements are met.
- To ensure effective procedures are in place to safeguard and protect the welfare of the children in the care of the charity and check that all adults that work with the children are suitable.
- To oversee the implementation of the charity's Equality and Diversity policy, working with staff and volunteers to remove barriers to inclusion for all children and families.
- To liaise with the charity employees, advisors and other agencies as necessary to ensure all statutory and legal requirements relevant to the activities and governance of the charity are implemented, all operations are carried out in accordance with the governing document and the charity is appropriately insured for any risks or liabilities.
- To support the preparation of the Trustees' Annual Report and accounts each year.
- To prepare in advance and annual budget and to monitor this. (treasurer)
- To maintain bank accounts, updating signatories as necessary, taking responsibility for ensuring bills, receipts and payments are made promptly and authorised in line with charity's financial procedures (treasurer)

- To oversee management of staff payroll and expenses (treasurer)
- To ensure that any funds held are used appropriately (Chair, treasurer, trustees)
- To contribute to the timely filing of all statutory forms and documents for the charity. (Chair, treasurer and manager)
- To undertake reasonable duties in accordance with the charity's plans and objectives.
- To Facilitate meetings and act as spokesperson for the charity (Chair)
- To act as a representative for the charity, taking responsibility alongside the nominated person for Ofsted purposes (chair)

This role is exempt from the Rehabilitation of Offenders Act (1974). It requires an enhanced criminal records check and is subject to suitability checks by Ofsted. Applicants must be prepared to disclose any convictions they may have and any orders which may have been made against them.

Person specification:

Essential criteria

- Commitment to the aims and objectives of the charity.
- Eligible to act as charity trustee Inc. chair, treasurer or secretary.
- Satisfactory Ofsted suitability checks, including an enhanced CRB check, which confirms suitability to provide care for children.
- Willingness to undertake training and learning necessary for the role and to commit the time to actively participate in the management of the charity.
- Demonstrate professionalism in all matters relating to the charity, in line with the agreed trustee code of conduct.
- An understanding of the importance of confidentiality for certain aspects of the role and the ability to respect the privacy of others.

Desirable criteria

- Previous experience of charity governance.
- Knowledge of the childcare sector and the Early Years Foundation Stage.
- Experience of budget management. (treasurer)
- Experience of accounting, keeping financial records and administering a payroll system (treasurer)
- Experience of employing and managing staff
- Experience of facilitating meetings (Chair)
- An understanding of child protection issues (Chair)