

Committee Roles and Responsibilities

Roles within a committee

The most common roles within a committee include:

- Chair
- Treasurer
- Secretary

Some organisations will choose to have additional positions such as Vice-Chair.

Main duties of the chair

The chairperson of an organisation has three main elements to his/her remit as follows:

- Leading the group and overall project
- Planning and running the committee meetings
- Acting as spokesperson/figurehead

In running meetings, the chairperson must ensure that the aim of each meeting is met, that all members have been able to fully participate, and that the meeting starts and finishes on time. The chair will also be required to making sure each agenda item is discussed fully, summarise discussion as it progresses and ensure that the committee members are clear about any decisions or actions that have been agreed.

Main duties of the treasurer

The treasurer also has three main areas of responsibility:

- Keeping an overview of the finances of the organisation
- Reporting into committee meetings
- Making sure the organisation has the right financial policies and procedures in place

Specifically the treasurer should record all transactions and give receipts for all monies received, bank or deposit all cash held, work out budgets for the organisation and update regularly the committee on the financial situation.

Main duties of the secretary

The secretary's main responsibilities are:

- Supporting the administration of the organisation including correspondence
- Facilitating and supporting committee meetings

Specifically the secretary might support the administration of meetings and prepare minutes, keep all committee members updated on progress, and be the main point of contact for all local and external enquiries.

Any questions?

If you have further questions about committee roles and responsibilities, or anything else, please don't hesitate to contact us – we're always happy to hear from you.

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