



# Committee Roles and Responsibilities

## A Guide for Sustainable Neighbourhood Groups

### Introduction

A committee operates more effectively if the members and office-bearers of the committee understand their roles and obligations. This guide sets out the typical roles and responsibilities of committee members in a local Sustainable Neighbourhood Group.

Your group may choose to create a number of different office-bearer positions, and assign these responsibilities accordingly. For example, some groups appoint a specific 'Communications / promotions' role or a Deputy Treasurer. Whatever the structure of your committee, all of the tasks and responsibilities listed here should be assigned to a specific committee member.

### Ordinary committee members – Roles and responsibilities

- Ensure the projects and activities of the group contribute to the group's vision and objectives as outlined in the group's Sustainable Neighbourhood Action Plan (SNAP)
- Adhere to and uphold the rules of the group as detailed in the group's Terms of Reference
- Attend all committee meetings or apologise in advance for absence
- Consider, discuss and vote on issues before the committee on the basis of the best interests of the group
- Ensure group projects and activities adhere to relevant procedures and policies set out by the Alliance
- Ensure group projects and activities are subject to adequate legal, safety and risk management protocols, and are adequately insured
- Avoid making any improper use of a committee position so as to gain any material advantage for themselves, or for any other person, or to the detriment of the group
- Inform the committee if there is a real or perceived conflict of interest, and if necessary step aside from decision making, as required by the committee
- At all times conduct committee business politely and with consideration for others, without ill feeling, improper bias, or personal animosity towards other members
- Conduct an annual review of the group's Sustainable Neighbourhood Action Plan (SNAP) in collaboration with group members
- Plan for and manage the succession of committee members, and provide an induction for new committee members

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### **Chairperson – Specific tasks and responsibilities**

- With the Secretary, prepare the agenda in advance of each meeting
- Chair committee meetings in accordance with the group's Terms of Reference
- Manage communications to and from Council (as a 'Key Contact', with the Secretary)
- Serve as a spokesperson for the group as appropriate
- Manage the group's grievance procedures
- Handle the procedures for the resignation and succession of committee members
- Handle the procedures for the discipline, suspension and expulsion of committee members

### **Treasurer – Specific tasks and responsibilities**

- Manage all group funds and bank accounts, and keep complete records of all financial dealings made on behalf of the group
- Ensure the group's financial control procedures are adequate and that appropriate safeguards against fraud are in place
- Collect and receive all money due to the group and make all payments authorized by the group
- Review income and expenditure against the budget on a continuous basis
- Report to the committee at each meeting on the group's financial situation and any changes in approved budgets or spending

### **Secretary – Specific tasks and responsibilities**

- Organise the venue for committee meetings
- With the Chairperson, prepare the agenda in advance of each meeting
- Prepare and distribute meeting papers for distribution before the meeting if required
- Take minutes at each committee meeting
- Prepare and distribute meeting minutes to committee, group members and your Council staff contact
- Manage communications including internal and external correspondence as directed by the committee
- Manage communications to and from Council (as a 'Key Contact', with the Chairperson)
- Manage the procedures for the admission of new financial members and contacts
- Maintain a membership register and manage the group's contact list, and make the membership register available to the Alliance periodically as requested
- Organise General Meetings and notify members in advance
- Receive nominations for positions on the committee
- Keep in their custody all group documents and make them available to members as requested

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