

General Committee Members Roles and Responsibilities

The CSA's Committee, which consists of general Committee Members and appointed Officers, has a responsibility to operate within the requirements of the Charity's constitution and in the best interest of the Charity to ensure that the key objective to raise funds to support and benefit the children of Curdridge Primary School is met.

As our volunteer, we expect you to:

- Act in the best interest of the Charity and work with the appointed Officers to ensure that the CSA operates within the requirements of its Constitution;
- Assist the appointed Officers and Trustees to monitor the performance of the Charity against its agreed goals and objectives;
- Maintain good relations with the School community;
- Assist with the promotion of the Charity and the calendar of events organised by the CSA throughout the school year;
- Attend as many committee meetings as possible to assist the appointed Officers to ensure the smooth operation of the Charity;
- Undertake any delegated tasks/duties in agreement with the Chair and Vice-Chair to enable the delivery of the calendar of events;
- Assist with the organising and running of events throughout the school year and, as such, attend any relevant event-planning meetings where possible;
- Ensure that any expenses incurred during the planning and running of events are submitted in a timely manner along with any supporting receipts and documentation;
- Ensure that any stock left-over at the end of any events is properly stored or, (where stock is perishable with a short shelf-life), is appropriately distributed (i.e. taken home or donated to the School for consumption) and recorded as such with the Treasurer or appointed officer organising the event;
- Ensure that any equipment belonging to the CSA is used appropriately during events and stored securely once the event has finished;
- Ensure that any cash is handled appropriately and stored securely following an event.

- **Qualities and Skills Required**
 - Be enthusiastic and dedicated to the goals of the Charity;
 - Have good communication skills;
 - Have good organisational skills and the ability to assist with organising and running events;
 - Be able to work well as part of a team;
 - Have an understanding of how the Charity operates and its role and objectives;
 - Experience of committee work and procedures would be ideal, but is not essential.

- Time Commitment – the role of General Committee Member requires an estimated commitment of 2 - 10 hours per month (during term-time) depending upon the extent of involvement in helping to organise and run events.

- As a member of the CSA Committee, you can expect:
 - To be treated with courtesy and respect as a valued member of the Charity;
 - That the Charity will take care of your health, safety and welfare whilst performing the duties of your role;
 - That you will be involved in a capacity that matches your skills and interests and that also helps the Charity to achieve it's objective(s)
 - That the Charity will always be mindful of your voluntary status and your right to decline involvement at any time;
 - That the Charity will take good care of your personal details (such as your contact details) and not use them for anything other than managing and supporting your volunteering role in accordance with General Data Protection Regulations (GDPR) and the Data Protection Act 2018;
 - That the Charity will reimburse your agreed out of pocket expenses in a timely manner;
 - That you are properly supported and supervised to carry out the duties of the role;
 - To feel valued and that ideas for appropriate events and any suggestions for change to improve the operation of the Charity will be heard and considered.

I have read the roles and responsibilities document and understand my responsibilities as a member for the CSA Committee.

Name: _____

Signature: _____

Date: _____

Chairperson Name and Signature: _____

Date: _____