

# Bradpole Preschool Committee Roles and Responsibilities

## Chairperson

- Arrange committee meetings if not arranged at the previous meeting
- Draw up the agenda for the meetings in conjunction with the secretary
- Manage the meetings ensuring that all items are covered and everyone has their say
- Delegate roles to members of the committee
- Act as spokesperson for the group
- Support and line-manage the Play Leader (Kathryn Cosser)
- Act in an emergency
- Receive and deal with any complaints from parents
- Support the Play Leader to coordinate and carry out any recruitment of staff
- Check bank statements
- Make sure that the right level of insurance is obtained
- Check accident records and sign off at the end of each month
- Complain to Ofsted if it is felt that the inspection was not fairly conducted
- Prepare and present an end of year summary at the AGM

## Secretary

- Receive all correspondence and pass on to relevant persons
- Write all committee out going correspondences (letters for prizes/ donations/ thank you letters)
- Book rooms for fundraising events and committee meetings
- Take minutes at meeting and read minutes from the previous meeting
- Make copies of the minutes and circulate them to all members of the committee

## Treasurer

- Liaise with the administrator (Jo Hughes) on a regular basis to ensure familiarity with the state of the finances
- Present an informal update on income and expenditure at each committee meeting
- Collect fundraising monies
- Inform the administrator of any floats required for events
- Prepare and present an end of year summary at the AGM

## Committee Members (Fundraisers)

- Attend committee meetings (usually every couple of months, approximately 2 hours in the evening)
- Make decisions regarding purchase of equipment/ other major expenditures or changes of policy
- Generate ideas and help to organise fundraising events, someone will have to act as a coordinator for these events.
- Write newsletters, make flyers and posters to advertise events, hopefully someone in the committee will have graphic design type skills!
- Research funding opportunities and complete applications/ write letters requesting donations
- Gather raffle prizes from local businesses