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 (Lauren Matterface) 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