

The Purpose and Functions of a Committee

- An organisation can be too large for all the members to participate in decision making.
- A smaller body, such as a committee or board of directors, is given the power to make decisions, spend money, or take actions.
- Committees are generally elected from the members
- Committee members need the following skills for their roles
 - Ability to organise and facilitate a meeting
 - Good clear communicators
 - Capable of facilitating discussions to reach decisions
 - Sound knowledge of Budgets and financial control
 - Clear knowledge of all relevant legislation that effects the organisation
 - Ability and skills to control a crowd
 - Capable of writing Reports and Grand applications
 - Ability to elect an effective Chair person

What is a Constitution?

A written Constitution outlines the aims, activities and rules for running A Group, organisation or company. It can be drawn up from a standard constitution document or by a legal person.

A constitution will clarify issues such as:

- Who can be a member of the organisation
- How does a person become a member
- How often are meeting of members held
- How much notice of meeting should be given
- What is the quorum
- Who has the right to vote
- How will the management committee be elected
- How often will the management committee meet
- The powers and duties of the management committee
- Are there restrictions on how long a person can serve on the management committee
- Can the management committee delegate any of its work to subcommittees
- How to deal with conflict of interest of a member of the management committee
- It will be required by Banks, Funding bodies and the Charity regulator