



Committee Terms of Reference

Westfield Playgroup is committed to providing a happy, safe, warm and stimulating environment where children can play, learn and develop freely. This is achieved through the leadership and support of the Committee Members and Trustees.

The Committee is formed with the following membership:

- A Chair
- A Vice Chair (if deemed appropriate by the Committee)
- A Treasurer
- A Secretary
- No less than three and no more than seven other parents / volunteers

The Committee will meet a minimum of eight times annually but preferably on a monthly basis and the dates / times of these meetings will be agreed by the Committee.

Chair (Vice Chair in their Absence) Role Description

- Will represent the Committee at public events and meetings
- Coordinate the Committee meeting with the Secretary
- Chair all Committee meetings to ensure that they are:
 - Appropriately Managed
 - Effective
 - Productive
 - Professional
 - Organised
 - Open
- Presents a report at the Annual General Meeting (AGM)
- Ensures that Committee is run in line with the Constitution
- Ensures that Quorum is maintained when voting
- Employ a Playgroup Manager for the day to day running of the Playgroup
- Line Manages the Playgroup Manager and undertakes their annual performance review
- Ensures that line management of employees is undertaken including delegated duties
- Can make emergency decisions following consultation with as many Committee members as possible (these decisions must be recorded and included in the minutes of the next scheduled Committee meeting)
- Responsible for the recruitment of staff with support from other committee members and the Playgroup Manager
- Has a good knowledge of the Playgroup's:
 - Business and employment practices
 - Responsibilities under OFSTED
 - Financial status
- Supports the Treasurer to effectively manage Playgroup finances



Committee Terms of Reference

Secretary Role Description

- Arranges all Committee associated meetings
- Prepares and circulates the agenda for each Committee meeting
- Attend all Committee meetings (and other relevant meetings), take minutes and distribute these once they are approved by the Chair
- Inform all Committee members of the dates and times of all Committee related meetings
- Prepares and distributes all necessary documentation for use in all Committee associated meetings
- Books the venue for the Committee meetings, the AGM and other associated Committee meetings
- Sends and receives correspondence on behalf of the Committee and keeps a record of this

Treasurer Role Description (in consultation with the Committee)

- Keeps an appropriate written record of all Playgroup finances
- Reports on all matters financial to the Committee at all Committee meetings
- Prepares a budget for each financial year
- Manages all financial matters in relation to the Playgroup
- Manages the Playgroup bank accounts
- Pays staff wages and expenses
- Arranges and facilitates an annual audit of the Playgroup finances
- Presents an annual report at the AGM

Committee Member Role Description

- Act in the best interests of the Playgroup at all times
- Read the agenda and other relevant papers for each Committee meeting
- Prepare any information for the meetings
- Address and feedback on actions that have been assigned to them
- Be an active member of the Committee
- Attend a minimum of four Committee meetings excluding the AGM each year
- Participate in meetings that they attend, always being productive and constructive
- Accept decisions of a majority vote
- Act in a professional manner at all times
- Support in the organisation and attend fundraising events wherever possible
- Work as a team
- Work with the Treasurer to set priorities for the budget
- Conduct the Committee in line with Westfield Playgroup Constitution (Governing Document)
- Ensure personal and sensitive information is kept confidential as appropriate and that such information is only exchanged between relevant authorised persons



Committee Terms of Reference

- Attend 'Special / Emergency' meetings where possible in order to discuss urgent matters

Agreement

The following will be agreed by all members of the Committee and as such will be signed for at the end of this document:

- The Committee will meet as a Committee a minimum of three times per year (usually monthly) excluding the AGM
- Each Committee member will attend a minimum of four Committee meetings per annum excluding the AGM
- The Committee meetings will last no more than two hours unless this has been agreed by all members prior and will be in the exception
- There will be an agenda for all Committee meetings
- Minutes will be taken at all Committee meetings; these will be distributed to all Committee members within two weeks of the meeting
- Votes will only be carried as a majority vote (The Chair has the casting vote) and must consist of a quorum of no less than three Committee members; to include the Chair
- The Committee members will step down from their positions annually and the new Committee will be determined at each AGM
- Committee members will attend 'Special / Emergency' meetings where possible in order to discuss urgent matters
- Will regularly review these Terms of Reference to ensure their suitability and validity

I as an elected member of the Committee at Westfield Playgroup, confirm that I have read and understood the above and that I agree to these Terms of Reference.

Signature: _____

Date: / / _____