**Roles and Responsibilities of Committee Members**

**Clarifying Committee/Staff Roles**

The table below illustrates how areas can be split between the Management Committee's role of carrying ultimate responsibility, and the staff's role of delivering within set targets/boundaries.

However, note that even this is not a clear template - the division of roles must be determined by each organisation. What is key to ensure that the Management Committee's role in being ultimately accountable for the organisation and the direction of its activities is not diluted.

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|  | **The role of the Board/**  **Management Committee is to:** | **The role of staff and/or volunteers is to:** |
| **Overall** | ...lead, direct and ensure | ...manage, implement and deliver |
| **Vision and leadership** | ...develop/approve long-term strategic plans and monitors progress in implementing the strategic plan | ...carry out agreed work plan, which helps achieve organisation's long-term plans |
| **Accountability and legal liability** | ...monitor the activities of the organisation and ensure that activities support the organisation's overall purpose/aims | ...prepare/present reports on activities to the Board/Management Committee |
| **Keeping it legal** | ...ensure compliance with all relevant legal and regulatory requirements | ...follow organisational policy/procedures as set out by the Board/Management Committee and report to Board/Committee |
| **Financial management** | ...ensure adequate financial resources are sought/secured  ...ensure money and property is properly managed prepare funding applications as agreed with Board/ Management Committee | ...follow organisation's financial procedures, keep books up-to-date, prepare reports, etc as agreed with Board/Management Committee |
| **Managing staff and volunteers** | ...ensure appropriate organisational policies and procedures are in place | ...implement organisational policies and procedures |