



**Sydenham Road**

**Under Fives**

Registered Charity Number: 1045367

# Committee Positions

SRUF is very special. Although we have a fantastic team of paid staff, the official management of the group is carried out by a committee of volunteers. We need new members to step forward for election at our AGM on Thursday 3<sup>rd</sup> November 2016.

## *Who can join?*

Anyone can join the committee - mums, dads, grandparents or carers. You don't need any experience, although some roles may suit certain skills. We do most of our communication by email so it is an advantage, although not essential, that you have access to email.

## *How much time will it take?*

Each role differs - for example the Fundraisers will be busiest on the lead-up to an event and the Secretary after a meeting when the minutes are prepared. We have bi - monthly committee meetings and help out at various events throughout the year. However, the committee is voluntary and it is understood that you can only give as much time as you are able.

## *Why should I join?*

SRUF needs a committee, otherwise we cannot continue to run our Preschool. By joining the committee you can directly influence the way the group is run. It is great for updating a c.v. and you can learn new skills. It's also a good social way to meet people and give something back to your local community.

## *What roles are there?*

Brief details of the various roles are overleaf. Some of the roles may be filled by existing committee members who wish to remain on the committee for another year. Some of the roles, particularly Fundraising are ideal for job-sharing.

## *What do I do next?*

For more information ask any current committee member or contact Leyla Mohan - 07792 946057 / [leylamohan@yahoo.com](mailto:leylamohan@yahoo.com) . If you would like to join the committee, please complete and return the form overleaf (by completing the form you are not committing yourself to anything at the moment!) The AGM will be held on **Thursday 3<sup>rd</sup> November 2016**.

**Remember - joining the committee is the best way of ensuring that Sydenham Road Under Fives continues to run - if it wasn't for all the people who have volunteered over the years, the group wouldn't be around today!**

Committee roles:

Chair - the public face of the committee, the Chair takes charge of meetings, ensures they are effective and that decisions are taken and implemented in a way that reflects the needs and wishes of the group. The Chair, in conjunction with Staff Liaison, is responsible for all employee related issues and acts as direct line manager.

Vice Chair - acts as integral support and back-up to the Chair. The Vice Chair is responsible for keeping Committee documentation up to date and arranging the agenda for meetings.

Treasurer - keeps records of the group's financial transactions, works with our accountants to administer the payroll and preparation of annual accounts and reports regularly to the committee regarding our finances.

Secretary - deals with the group's official paperwork and ensures accurate minutes are taken at each meeting.

Staff Liaison - acts as the main contact between staff and management committee. Assists in recruitment, monitors training, completes staff appraisals and ensures health and safety standards are adhered to.

Fundraising - coordinates all the fundraising events and ensures that publicity has been displayed.

Grants - responsible for researching and applying for any grants that might be available.

Equipment - keeps track of all the equipment, ensuring that it is clean and safe, conforms to regulations and is involved in the purchasing of new resources.

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Please complete the form and return to Pre-school or c/o 53 Brecknock Road, Knowle, BS4 2DE or bring on the night to the AGM.

I am interested in joining SRUFs Management Committee.

Name.....

Email.....

Phone number.....

I am interested in the following role/roles (please list any that you are interested in)

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