

Chair role description for North Leigh Pre-school

Role:	Chair (unpaid volunteer)
Responsible to:	Committee of trustees
Responsible for:	Manager of the childcare provision
Purpose:	To set out the charity's direction; promoting its charitable purposes, upholding its values and delivering its goals. Work as part of a team with the other trustees in all matters to ensure the effective management and administration of the charity, in line with the charity's governing document, policies, procedures and relevant legislation. Employ and manage staff to provide successful and high quality childcare provision. Facilitate meetings and act as a spokesperson for the charity.

Main tasks:

- To prepare for and attend meetings; contributing to the successful leadership of the charity and to the implementation of effective systems to manage the finances, administration, employees and activities of the charity.
- To facilitate meetings; ensuring that effective discussion and decision-making takes place.
- To contribute to the recruitment and effective management of a team of qualified early years practitioners to take charge of the day-to-day running of the childcare provision; ensuring that high standards of care and education are provided and that the Early Years Foundation Stage requirements are met.
- To line-manage the manager of the childcare provision; taking responsibility for supervising their performance through systems including induction, supervision and appraisals.
- To support the preparation of the Trustees' Annual Report and accounts each year.
- To contribute to the timely filing of all statutory forms and documents for the charity.
- To undertake reasonable duties in accordance with the charity's business plan and objectives.

Treasurer role description for North Leigh Pre-school

Role:	Treasurer (unpaid volunteer)
Responsible to:	Committee of trustees
Purpose:	To set out the charity's direction; promoting its charitable purposes, upholding its values and delivering its goals. Work as part of a team with the other trustees in all matters to ensure the effective management and administration of the charity, in line with the charity's governing document, policies, procedures and relevant legislation. Employ and manage staff to provide successful and high quality childcare provision. Support the successful administration of the charity's finances.

Main tasks:

- To prepare for and attend meetings; contributing to the successful leadership of the charity and to the implementation of effective systems to manage the finances, administration, employees and activities of the charity.
- To oversee the implementation of the charity's financial systems; ensuring that financial records are accurately maintained and updated, that effective financial controls are in place and that the trustees are kept informed of the financial position of the charity.
- To monitor spending and ensure that any funds held are used in accordance with the terms of the charity's reserves policy.
- To maintain the charity's bank account, updating the list of signatories as necessary.
- To ensure that all bills, receipts and payments are made promptly and authorised in line with the charity's financial procedures. ******Please note that the day to day financial tasks such as payments and book keeping are undertaken by Preschool's administrator. The role of our Treasurer is to oversee this work and provide support where required.** ****
- To support the preparation of the Trustees' Annual Report and accounts each year.
- To contribute to the timely filing of all statutory forms and documents for the charity.
- To undertake reasonable duties in accordance with the charity's business plan and objectives.

Some experience of book keeping/accounts would be useful but not essential for this role.

Secretary role description for North Leigh Pre-school

Role:	Secretary (unpaid volunteer)
Responsible to:	Committee of trustees
Purpose:	To set out the charity's direction; promoting its charitable purposes, upholding its values and delivering its goals. Work as part of a team with the other trustees in all matters to ensure the effective management and administration of the charity, in line with the charity's governing document, policies, procedures and relevant legislation. Employ and manage staff to provide successful and high quality childcare provision. Manage the correspondence of the charity and arrange its meetings.

Main tasks:

- To prepare for and attend meetings; contributing to the successful leadership of the charity and to the implementation of effective systems to manage the finances, administration, employees and activities of the charity.
- To respond appropriately and punctually to all correspondence; keeping comprehensive records.
- To organise all meetings; including informing attendees, collecting points for and circulating meeting agendas, taking comprehensive and accurate minutes, writing up minutes and sending to all attendees punctually.
- To support the preparation of the Trustees' Annual Report and accounts each year.
- To contribute to the timely filing of all statutory forms and documents for the charity.
- To undertake reasonable duties in accordance with the charity's business plan and objectives.