



Chair

- To represent and act as a spokesperson for Smart Start.
- Chairs meetings of the charity; including committee meetings, open meetings and general meetings, such as the Annual General Meeting (AGM).
- Sets the agenda for meetings together with the Secretary.
- Co-ordinates the work of the committee to ensure effective administration.
- Usually acts as the 'Nominated Person' for Ofsted purposes.
- Line manages the Manager of the setting.
- Supports other committee members and authorises the work of the Treasurer.

Treasurer

- Ensures the committee are aware of the financial position of the charity, providing an up-to-date written statement of accounts at committee meetings.
- Ensures that all committee members are aware of their financial responsibilities and comply with the charity's finance procedures.
- Ensures that the committee apply the charity's resources exclusively in pursuance of its charitable objectives.
- Presents accounts to the members at the AGM.
- Manages the charity's bank account, updating the list of signatories as necessary.
- Prepares in advance an annual budget, as agreed by the committee, and monitors it regularly.
- Issue bills and receipts on behalf of the charity and ensures that all necessary payments are made promptly.
- Ensures that the charity's financial records are maintained accurately and updated on a timely basis.
- Submit the annual update, or annual return and accounts, to the Charity Commission.
- Manages staff payroll and volunteers' expenses.
- Arranges for the accounts to be checked annually and independently.
- Reviews and returns any other financial reports as necessary.

Secretary

- Responds punctually to all correspondence; keeping proper records.
- Organises all meetings including booking venues, arranging refreshments, liaising with attendees to ensure they are informed etc.
- Draws up meeting agendas and circulates to all attendees punctually.
- Takes accurate minutes during meetings, types up and sends them out to all attendees in a timely manner.
- Ensures all office filing is kept up-to-date.
- Supports all committee and staff members, by ensuring the administrative function is efficient.

Shared responsibilities for all committee members

- To act in the best interests of the Smart Start; promoting its values and working to achieve its charitable objectives.
- To work as part of a team with the other committee members; whilst bringing their own ideas, perspectives and experiences to the committee.
- To regularly attend committee meetings and contribute to the effective management of the charity. (Meetings roughly each half term – 6 a year)
- To contribute to the decision-making process of the committee.
- To undertake Ofsted suitability checks as required such as an EY2 form and DBS check.
- Use safe recruitment procedures and work to Early Years Foundation Stage requirements to employ suitable adults to work with the children.
- To employ a Manager to act as the person in charge of the early years provision; supporting them to successfully manage the childcare provision and ensure that the Early Years Foundation Stage and Ofsted registration requirements are met.
- To ensure all committee members and staff have clearly identified roles and responsibilities.
- To ensure that the charity complies with the rules in its constitution, charity law, and other relevant regulations that govern the work of the charity.