

THE ROLE OF THE MEWS COMMITTEE

The Committee should work in accordance with the relevant Constitution or Standing Orders. This may be achieved with a fairly informal approach.

Act on behalf of the members (all Parents and Sponsors are members), who elected the Committee at the Annual General Meeting.

Meet regularly

(a) to discuss current issues.

(b) to make policy decisions.

(c) to invite guests, advisers, speakers where and when necessary.

Keep a record of decisions and action proposed and taken by the Committee.

Communicate and liaise with all members over major issues, by presenting facts at open meetings where such items can be discussed, enabling members to make informed decisions.

Advertise for, interview and appoint staff where and when necessary. Accept employers responsibilities.

Ensure that staff have support, e.g. a small group to meet regularly to discuss the work being carried out at that time. Paid Employees may attend Committee meetings in an advisory role only, and they are always non-voting members.

Review annually the work carried out by the staff and volunteers.

Plan for the future, taking into account the work load for staff and volunteers, plus finance.

Be responsible for administering all finance. (A Treasurer should not be expected to deal unaided with all finance.)

Seek funding through fees, membership, fund raising, grants etc.

Find a qualified Auditor to audit the accounts (not someone closely connected to the treasurer) (Usually an auditor appointed by the Salvation Army).

Represent the members at all times, and speak on their behalf.

Provide Information regarding support meetings, courses, workshops, conferences etc and possibly be involved with arranging the same.

Liaise with statutory bodies i.e. Social Services, Health Authority, Schools, Nurseries, Local Parish, District or County Councils.