

# The Roles of Committee Officers

## Outline of a 1-day course for residents

The aim of this course is to introduce residents to the key roles, responsibilities, and skills of committee officers – the chairperson, the treasurer and the secretary. The course is intended for residents who are involved, or are thinking of getting involved, in the committees of community organisations such as tenants and residents associations.

9.30-10.00	Arrival and registration
10.00	Introduction to the course and one another
	The role of a committee secretary, including <ul style="list-style-type: none"><li>• Preparing agendas</li><li>• Writing minutes</li><li>• Dealing with other written communication</li></ul>
11.30	Break
11.45	The role of a treasurer, including <ul style="list-style-type: none"><li>• Opening and maintaining a bank account</li><li>• Keep records of income and spending</li><li>• Managing petty cash</li><li>• Keeping financial records and reporting to the committee</li><li>• Preparing annual accounts</li></ul>
1.15	Lunch
2.00	The role of the chairperson, including <ul style="list-style-type: none"><li>• Managing discussion in meetings</li><li>• Enabling useful debate and decision-making</li><li>• Ensuring the rules are followed</li><li>• Keeping meetings to time</li><li>• Keeping members focused on the agenda</li><li>• Representing the committee and providing leadership</li></ul>
3.45	Review of the course
4.00	Finish