

Role of a Management Committee

Course information



tna
THE NATIONAL TRAINING ACADEMY



Overview

There are over 168,000 registered charities in England and Wales, each one requiring a committee. Good governance is essential for all voluntary or community organisations, ensuring that legal requirements are met and to provide the organisation with direction and focus.

The role of each individual may vary depending on the size and nature of the organisation. All committee members must uphold the values and objectives of the organisation and act with integrity.

This course is aimed at current and potential committee members/trustees within the voluntary and community sector. The skills and understanding developed will ensure your board functions effectively and efficiently.

This course contains the following modules:

Module 1 - The purpose of a committee: management committees, registered charities, becoming a charity and committee members roles.

Module 2 - Functions of a committee: types and functions of a committee, managing risk and financial planning.

Module 3 - Key features of a constitution: governing documents and legal status, key features of a constitution, powers and dissolution.

Module 4 - Effective skills for committee members: skills required by committee members.

Module 5 - Organising a meeting: preparation needed for meetings, barriers to participation, meeting processes and setting the agenda.

Module 6 - Preparing and drafting minutes: minute templates, when minutes are used, seating plans, benefits and summarising discussions.

Module 7 - Decision making: accountability, conflicts of interest, decision making, managing behaviour, questioning techniques and managing conflict.

Module 8 - Understand different forms of communication: how we communicate, body language, tone of voice, words, effective communication, social media and communicating decisions.