



Who's Who....?

Management Committee (may also be called Board of Directors, Executive Committee etc)

The Management Committee works as a team to make decisions and has ultimate responsibility for the organisation.

Special Features:

- Composed of unpaid volunteers (except in exceptional circumstances) who receive out of pocket expenses.
- Each member has equal say and equal vote, although the chair may sometimes have a casting vote.
- Have leadership and governance role.
- Is accountable to members.

Chairperson

A chairperson is chosen to act as a figurehead for the organisation. S/he works closely with the chief officer (if there is one) and ensure effective decisions are made and carried out.

Special Features:

- Plans and runs meeting and ensures participation
- Ensures that the Management Committee functions properly
- Line manages the most senior staff member

The most senior staff member is responsible for the day to day running of the organisation, puts recommendations to the Management Committee, and ensures the Management Committee's decisions are put into practice.

Senior Staff Member:

The most senior staff member is responsible for the day to day running of the organisation, puts recommendations to the Management Committee, and ensures the Management Committee's decisions are put into practice.

Special Features:

- Receives wages
- Not a management Committee member (Except in exceptional cases)
- Hires, supported and appraised by the Management Committee
- Reports to the Management Committee

Staff

Staff are paid employees who carry out work on behalf of their employer.

Special Features

- Receive wages
- Not Management Committee members
- Accountable to the Management Committee through the chief officer

Volunteers

A person who carries out agreed tasks on behalf of an organisation, without concern for financial gain.

Special Features:

- Not paid (except out of pocket expenses)
- Not an employee
- Carried out agreed tasks

Sub Committees

A sub-committee is a small group of individuals tasked to advise on a particular task or area (such as finance or personnel). Sub-committees are set up by the Management Committee and terms of reference may be defined in the organisation's governing document.

Special Features:

- Often made up of Management Committee members and non-members
- Make recommendations to the Management Committee
- Decision-making powers limited by the Management Committee and the organisation's governing document
- Not time-limited

Advisor / Advisory Group (may also be called a project steering group, working group etc)

An advisor / advisory group or working group is involved to give guidance to the Management Committee on specific matters or develop a specific initiative.

Special Features:

- Advisors are not Management Committee members
- Advisory or working groups can involve a number of non-committee members
- No official role—no voting power
- Can provide valuable information and expertise
- Time-limited role

Patron

A Patron is a person who lends credibility or support to the cause of a charity or voluntary organisations and is often involved in fundraising and public relations to gain media coverage.

Special Features:

- Not a Management Committee member
- No voting power

Members (of the organisation, not management committee member)

Members are individuals who have opted to join the organisation in order to register their support for its activities and/or to have some influence on how the organisation is run. Membership schemes are defined by the organisation's governing documents and may involve paying a subscription.

Special Features:

- Have voting powers (e.g. at the AGM) for electing management committee member and voting on tabled motions.
- Management committee members usually need to be existing members
- Are supporter of the organisation