Once you have settled on a legal (or informal) structure for your organisation, you need to consider the practicalities of how you run things behind the scenes, so that your organisation can thrive.

## The committee roles and responsibilities

An organisation is easier to run with a committee as you can share the responsibilities and jobs. You will also find it easier if you create an organisation email address that can be used solely for your organisation, (rather than using personal email addresses).

### Committee roles

Your committee will generally comprise of the following roles.

- President

- Vice President

- Secretary

- Treasurer

- Committee members – usually between three to seven

- If you are a church, your minister may also be included on your committee.

The responsibilities of the officers may be defined in your constitution and will be individual to each organisation. Their responsibilities usually include the duties listed below.

- **President** – responsible for the overall administration of the organisation, and chairing the meetings and the AGM.

- **Vice-President** - steps into the President's role as required. May be given responsibility for a specific area, e.g., fundraising.

- **Secretary** – responsible for taking minutes at all meetings, handling all inwards and outwards correspondence.

- **Treasurer** – responsible for all financial matters related to the organisation.

Many organisations will also have sub-committees to organise areas such as workshops, fundraising, social events, etc.

Organisations running church services may allocate an individual the responsibility for preparing the service roster (service chairperson, medium, reader, welcome person, and supper duties). You may appoint a librarian if you have a library available, and a person to run the healing roster.

**Committee responsibilities**

One of the major roles of the committee is to ensure the safe running of the organisation. Committee responsibilities include:

- ensuring that all aspects of the organisation are running smoothly

- checking that the correct people are available for the various roles before, during and after the service

- ensuring that any health and safety procedures are followed

- replacing and repairing equipment

- keeping good membership records

- keeping good financial records

- talking to people who come to your services, making them feel welcome and aware of any extra workshops etc that are available

- being the support system for your minister.

## Committee Meetings

Meetings are held on a regular basis, generally monthly, and are used to keep committee members up-to-date with what is happening, and to make important decisions related to your organisation.

Minutes are taken by the secretary and circulated to the members shortly after the meeting to ensure that any jobs agreed on will happen.

There will be reports from anyone who has a role, such as the treasurer (Financial Report), the person in charge of healing, and from any sub-committees such as a workshop subcommittee.

Meetings are an important part of running the organisation as they provide the opportunity for shared involvement and democracy in decision-making.

**Annual General Meeting**

This meeting is held once a year, generally within three months of the end of the organisation's financial year. It is an opportunity for the committee to report back to the general membership what has been happening during the year and what is planned for the year to come.

Your constitution or rules will state the quorum for your AGM and the length of notice you need to give to all financial members in relation to the date and place of your AGM. Generally, only those who have been financial members for three months prior to the AGM can vote on any issues raised.

A typical agenda for an AGM would include the following topics.

- Opening prayer

- Apologies

- Confirmation of previous year's minutes

- Matter arising from the previous minutes

- President's report

- Treasurer's report, and the motion to reappoint the auditor/reviewer for the following year, and to set the subscriptions for the following year

- Appointment of officers and committee members for the new year

- General business

- Closing prayer.

## Financial Requirements

Your treasurer is responsible for the day-to-day financial requirements of your organisation. No matter how small or large your organisation, you must keep records of all money received and spent. At the end of your financial year, you are required to complete a set of accounts to show your members your financial position.

**Bank Account**

When establishing your organisation's bank account, it is a good idea to have three people who are eligible to authorise your payments. Most organisations require two people for authorisations, and this will give you some flexibility if one person is unavailable. Payments are done on-line via internet banking, but only some banks are set up to allow organisations requiring two authorisations to pay this way.

Once you have a bank account, you can apply to Inland Revenue Department to get an IRD number which you notify to your bank. If you have been accepted by the Charities Services, you can then apply to be exempt from paying tax.

**Small organisations**

As a small organisation you may choose to keep either a manual or computer-based spreadsheet that records your income and expenses. The income page of your spreadsheet would have columns including:

- date

- the activity money was received from

- amount

- columns for each of your activities e.g., collections, donations, workshops, fund-raising.

At the end of each month, tally your columns to ensure the amounts column total is the same as the total of the activities columns. Your expenses page would be set out the same, with columns for each expense e.g., rent, publicity, purchases.

You need to keep a copy of any paperwork that you have relating to your income and expenses, as proof of income and payments.

As your organisation grows you will need to keep more substantial financial records, especially if you become registered with the Charities Commission.