



York Playspace is a Charity which aims to Promote Play in and around the York area.

We do this through a variety of means, which are outlined in our Annual Report which can be downloaded from [www.yorkplayspace.org.uk](http://www.yorkplayspace.org.uk)

### **DUTIES OF A MANAGEMENT COMMITTEE MEMBER**

**HOURS: -** At least 6 meetings per year up to 2 hrs in duration

**PAY: -** Expenses can be claimed

**PURPOSE: -** To help formulate and facility the strategic plans of the organisation to enable the organisation in its Aims and Objectives.

### **ROLES AND RESPONSIBILTIES**

- To understand and be committed to the aims and objectives of the organisation
- To ensure that the organisation acts at all times in line with its constitution, charity and company legislation and all other legal or funders' requirements.
- To act at all times in the best interests of the organisation and its beneficiaries.
- To ensure that the organisation acts at all times in line with its objectives as a charity and that decisions made by the committee are in line with the charitable objectives, i.e. that all business conducted by the organisation is for the benefit of the clients and in line with the constitution
- To ensure that the organisation meets all statutory duties e.g. health and safety, equal opportunities, and does not break any laws
- To ensure that all the assets of the organisation are well managed and maximised where possible.
- To ensure that the organisation manages its finances and other resources prudently and efficiently and is able to account for all income, expenditure, investments etc. at any time and is financially stable.
- To ensure the organisation is effectively managed and services delivered in line with all stakeholders requirements.
- To ensure that the organisation makes the necessary returns to the charity commissioners as required.

- To take responsibility for strategic planning, and for ensuring policy formulation, goal setting, monitoring and evaluation performance and service delivery takes place
- To ensure that all the information and reports needed to make sound decisions are received and that these are read and understood.
- To take advice from other sources including legal and financial advice where this is necessary and where the committee does not have the required expertise
- To ensure that the organisation is appropriately insured.
- To ensure that staff are recruited in line with employment laws and are properly supervised and monitored in carrying out their duties
- To work with other committee members and to ensure the management committee is an effective body acting in the interests of the organisation and its beneficiaries.
- To attend meetings on a regular basis and read all the papers, contribute to the discussions and make decisions
- To participate in tasks as required over and above management committee meetings (from time to time)
- To keep informed on issues which affect the organisation and to promote the organisation externally
- To comply with and promote the organisations equal opportunities policy and procedures
- To declare any conflicts of interest as soon as they are known

The organisation has a paid Manager who manages the organisation on behalf of the Trustees.

If you would like to be considered as Trustee of York Playspace then please complete the downloadable “Registration form” and forward it to us either by post or email.

Contact Alison Shepherd – York Playspace Manager

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Charity No 505921

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[www.yorkplayspace.org.uk](http://www.yorkplayspace.org.uk)

Supported by City Of York Council 

