

**Volunteer for Ickford Pre-school Committee**

Are you interested in learning new skills? Would you like to meet new people? Would you like to share your skills, time and ideas with others? Have you ever wanted to improve the running of your child’s setting?

If you answer "yes" to any of these questions, the team at pre-school would love to hear from you.

 **The benefits**

Research shows clear benefits for children when parents become actively involved in their child’s learning and development from an early age. Parental involvement has been recognised by the Government as being key to a child’s successful development too.

Volunteering for pre-school’s parent-run committee offers an ideal opportunity for you to become more actively and practically involved in this aspect of your child’s life. It will also make a real difference to how the setting is managed.

You will personally benefit from this experience by meeting with other parents, updating existing skills and learning new ones, as well as putting something positive back into your local community.

There are also long-term benefits should you choose to undertake further training or decide to return to full-time, paid work in the future.

Working as part of a pre-school committee is all about opportunities – for the pre-school, but also for yourself – and from small beginnings, you could find yourself taking a new direction in life. *Helen joined the committee, and 9 months later was managing the setting!*

**What is involved?**

The pre-school committee will be happy to tell you in more detail about how you can become involved. There are lots of ways you can contribute to the committee and you can choose to give as much or as little time as you can spare. The good thing is you don't need any experience to make a difference.

Committee members are the charity trustees of the pre-school and together they are responsible for the overall management and smooth-running of the setting. This can mean anything from organising a summer fundraising event to negotiating with a landlord over the terms of a lease.

The committee is the employer of staff in the pre-school so has overall responsibility for recruiting, training and developing staff, paying their salaries, and managing their contracts of employment.

The committee also has responsibility for things like developing a business plan, managing the daily accounts and working with staff to ensure the setting follows health and safety, risk assessment, insurance and first aid guidance and procedures.

**What you can choose to do**

 A lot of the work committees do is fun – building new partnerships with other parents and professionals, coming up with new fundraising ideas, getting exciting plans off the ground - but there are some regular jobs too.

The three main roles on the committee are Chair, Treasurer and Secretary. Tasks can be shared between different parents, so all the work need not fall on any one person.

**Further information**

 If you would like specific information about how to get involved with the pre-school committee, please contact the Chairperson (Rebecca Light) or Helen. Alternatively, you might like to talk to another parent who is already involved with the committee.

***We are looking for a new chairperson from July, as Rebecca will be stepping down when Isaac leaves to move to school, as well as a new treasurer as soon as possible.***

**Chairperson role:**

Represents and acts as a spokesperson for the pre-school.

Chairs meetings of the charity; including committee meetings, open meetings and general meetings, such as the Annual General Meeting (AGM).

Sets the agenda for meetings together with the Secretary.

 Co-ordinates the work of the committee to ensure effective administration.

 Acts as the ‘Nominated Person’ for Ofsted purposes.

 Line manages the Manager of the setting.

 Supports other committee members and authorises the work of the Treasurer.

**Treasurer role:**

Ensures the committee are aware of the financial position of the charity, providing an up-to-date written statement of accounts at committee meetings.

Ensures that all committee members are aware of their financial responsibilities and comply with the charity’s finance procedures.

Ensures that the committee apply the charity’s resources exclusively in pursuance of its charitable objectives.

Presents accounts to the members at the AGM. Manages the charity’s bank account, updating the list of signatories as necessary.

 Prepares in advance an annual budget, as agreed by the committee, and monitors it regularly.

Issue bills and receipts on behalf of the charity and ensures that all necessary payments are made promptly.

Ensures that the charity’s financial records are maintained accurately and updated on a timely basis.  Manages staff payroll and volunteers’ expenses.

Arranges for the accounts to be checked annually and independently.

Reviews and returns any other financial reports as necessary.

I am interested in joining the committee ⃝

I am interested in the role of Chairperson/Treasurer\* ⃝ \*delete as applicable

Please keep me informed about the next meeting(s) on my email address: …………………………………………………………………………

Signed:……………………………………………………………. Dated: ………………………………………………………….

Name: …………………………………………………………………………………….