

- Complete the available online training – Essential Information for Executive Committee Members
- Contact the Secretary for the minutes of the previous few meetings – gives you a feel for the discussions that are had
- Get a copy of the agenda and carry out any required reading for the meeting in good time beforehand

WHO'S WHO?

THE SECRETARY

- Provides administrative support to the Chair
- Sends out the agenda, minutes of previous meetings, and relevant supporting documents
- Contact for backdated copies of documents, or if you are unable to attend a meeting

THE ROLE OF A TRUSTEE

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charities' governing document (POR) and the law
- Act in your charity's best interests
- Ensure your charity is accountable
- Manage your charity's resources responsibly
- Act with reasonable care and skill

JARGON BUSTER

Here are some of the most common terms used:
If you are unsure about a term/abbreviation used, SAY SO – you aren't expected to know everything

- AGM – Annual General Meeting. The year and accounts are reviewed
- Constitution – the rules that the Executive Committee must follow. Also found in POR
- Minutes – produced by the Secretary to capture the meeting's key discussions and action points
- Sub-Committee – a smaller committee who carry out specific tasks for the Executive Committee
- AOB – Any Other Business. At the end of the meeting, to discuss urgent items not on the agenda
- Accounts – show the charity's financial situation

WHO'S WHO?

THE CHAIR

- Leads the meeting
- Works closely with the relevant commissioner
- Makes sure the meeting stays on track, and that everyone meets their obligations as a Trustee
- Oversees the setting of the agenda – if you would like anything added, contact them to ensure it has a chance to be discussed

WHO'S WHO?

THE TREASURER

- Manages and monitors the financial activities of the charity
- Contact for any requests to do with the creation of a budget for projects – which are then approved by the whole Executive Committee
- If you need to claim any expenses, the Treasurer usually processes these

Don't be afraid to

ASK QUESTIONS. The other Trustees will be happy to quickly update you on anything.

MORE INFORMATION

This document only has the absolute basics

To find out more, search for 'A Guide to Executive Committees for Young People' or contact Ollie Smith, the County Youth Commissioner: ollie.smith@suffolkscouts.org.uk

