

➤ Role of Paid Workers

The overall responsibility of the paid worker is :-

1. to carry out the day-to-day work of the organisation.
2. to report and provide relevant information to the Management Committee.
3. to carry out agreed delegated responsibilities.

More specific tasks undertaken by the worker may vary from one organisation to another, but frequently include responsibility for :-

- servicing the Management Committee, sub-committees and working groups.
- producing a work programme for approval.
- reporting at regular agreed intervals on work undertaken and progress of the organisation.
- renewal of insurance policies and fulfilling other regular financial commitments.
- management of the office petty cash and small purchase budgets.
- operating the payroll.
- practical matters concerned with personnel management such as organising recruitment, supervision, support and training of junior staff.
- day-to-day management of the office base, including maintenance of appropriate records and information systems.
- the promotion of the organisation and its services by developing contacts and networks, giving talks and producing promotional material.

Delegation

The ultimate legal responsibility for what an organisation does cannot be delegated, but specific responsibilities may be delegated to elected officers (either individually or jointly), other committee members, sub-committees, working groups, or staff. It must be made clear exactly what is being delegated and who is able to make the final decision.

➤ Role of Management Committees

The overall responsibility of a Management Committee is :-

1. to act as the Charity Trustees under the 1993 Charities Act.
2. to decide the organisation's policy, strategic objectives and procedures.
3. to maintain a medium and long-term overview of the organisation and its work, and monitor progress towards its objectives.
4. to establish and oversee an appropriate framework of delegation and systems of control to:
 - ensure the organisation meets its objectives and carries out the business as set out in the constitution.
 - ensure that statutory, contractual and other obligations are fulfilled, including contracts of employment, health and safety.
 - enter into contracts for the delivery of services.
 - ensure good practice in employing staff.
 - ensure all financial obligations are met and financial dealings accounted for.
 - ensure good practice in all dealings and services with and to volunteers.
 - ensure the obligations of Equal Opportunities policy and relevant legislation are met throughout the organisation and the provision of its services.
 - ensure the organisation's premises and property are properly managed.
 - ensure relevant obligations under charity or company law are met.



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