



East Lothian Involvement Group

Committee Roles and Responsibilities

1. Job Identification
Job Title: Committee Member Voluntary position
2. Purpose
The Committee Members are responsible for ensuring the strategic direction, effectiveness, control and accountability of East Lothian Involvement Group
3. Scope and Range
Committee Members are responsible for ensuring ELIG operates within its own rules, within the law and remains solvent. As a Committee Member of the organisation you must act at all times in the best interests of ELIG and take collective responsibility for the decisions made by the Committee. The range of responsibilities that must be exercised by the Committee includes: <ul style="list-style-type: none">• Enabling ELIG to provide high quality service• Determining the strategy of ELIG• Managing the risks affecting ELIG• Ensuring effective systems of internal financial control and accountability• Participate in appointing Development Worker and delegating responsibility appropriately• Developing and maintaining an effective Committee Group and Meetings and Articles of Association and all other relevant legislation.

4. Main Duties/Responsibilities

Committee Members have collective responsibility to:

Safeguard and promote the values and mission of ELIG

- Understand, be committed to and promote the aims and strategic objectives of ELIG and its core values as set out in the strategic plan.
- Ensure the organisation acts at all times in line with its Memorandum and Articles of Association and all other relevant legislation

Determine the strategy and structure and ELIG

- Work with the Development Worker to produce a strategic plan that meets that organisations agreed aims and intended outcomes.
- Monitor, review and update the strategic plan to ensure it is fit for purpose.
- Ensure the organisation has an appropriate structure in terms of governance, management and operation to meet its agreed aims and objectives.
- Set and approve budgets to achieve the objectives established in the business plan and regularly monitor performance

Ensure ELIG operates in an effective, responsible and accountable manner

- Identify, establish and review policies and procedures required by law, good organisational management and employment practices.
- Ensure ELIG is financially stable, manages and accounts for its finances, assets and other resources efficiently in accordance with accounting and legal requirements.
- Maintain an overview of the service provided by ELIG to monitor service quality in accordance with ELIG's policies and procedures.
- Participate in appointing a Development Worker ensuring good recruitment employment practice in accordance with ELIG's policies and procedures.
- Consider carefully all information, advice and reports presented and request further information including legal or specialist advice where necessary.
- Maintain and review the organisations system of delegated responsibility internal controls, financial controls and performance reporting.
- Ensure the accountability of the organisation to service users, funders and external regulatory bodies as required by law.

Ensure the effective functioning of the Committee Members

- Work constructively with other Committee Members to ensure the Committee Group is an effective body acting in the interests of the organisation.
- Specify particular responsibilities and powers delegated to particular posts/roles.
- Aim to recruit a Committee that reflects the membership and wider community that the organisation serves and provides the range of skills and experience ELIG requires to fulfil its objectives.
- Take part in induction and other training identified by the Committee.
- Review and develop policies and procedures that determine the conduct of the Committee

Members and its meetings.

- Ensure conflicts of interest are declared and handled in accordance with policy.
- Prepare for and attend Committee Meetings and contribute to the discussions and decision making.
- Keep informed of issues which effect the organisation and promote the organisation externally as agreed with the Committee.
- Participate in tasks as required over and above the Committee Meetings.

5. Decisions and Judgements

The Committee Members share responsibility for decision making in relation to:

- Developing the strategic direction of ELIG
- Financial Management
- Business/Strategic Planning
- Organisational policies and procedures
- Risk Management

6. Communications & Relationships

Develop and maintain constructive working relationships with:

- Service users
- Committee Members
- Staff of ELIG
- Partner agencies
- Funders
- Any other regulatory bodies