



About South Cerney Pre-School Playgroup Committee

South Cerney Playgroup is a committee run playgroup which means it is managed by a group of parents and community members. South Cerney Playgroup is a charity and the committee are the voluntary trustees of this charity. We operate according to a Constitution and this can be found on the notice board at Playgroup.

What do they do? The committee are responsible for managing funds, making decisions, fundraising and managing staff.

Want to get involved? Committee members usually change at the AGM held in September/October each year but please email the Chair at scplaygroupcommittee@gmail.com at anytime if you would like to get involved.

What do the roles involve?

Chair: The chair leads the committee and oversees any tasks. The role involves chairing meetings, overseeing the management of the charity and working closely with the Playgroup Manager.

Treasurer: The Treasurer oversees the finances and works with the accountant to manage the accounts. Other tasks include preparing the annual budget, overseeing expenditure, signing cheques and banking.

Secretary: The Secretary prepares the meeting agenda and takes notes at meetings. The role also involves writing information for Cerney News, updating the website and preparing posters.

Other Committee Members: Committee Members attend and vote on committee meeting agenda items and support the officers in their roles. Some committee members have areas of responsibility such as fundraising and maintenance. All committee members are trustees of the charity and have equal responsibility for running it.

FAQs

How often are committee meetings? We usually meet once a term, so around every 6 weeks, during term time. We meet at Playgroup in an evening.

Why have a committee? South Cerney Playgroup is a charity and is directed by the committee/trustees. By remaining a charity we can ensure that the Playgroup is run for the benefit of the children.

What happens if there aren't any volunteer committee members? Without a viable committee South Cerney Playgroup would have to close.

How do I get involved with fundraising? Great! We always need helpers at our fundraising events. Just speak to one of the committee or email the Chair on scplaygroupcommittee@gmail.com

For further information visit:

PATA

Support and information for children's groups and the early years' sector

www.pataglos.org.uk

The Charity Commission

www.gov.uk/government/organisations/charity-commission

OfSTED

www.gov.uk/government/organisations/ofsted