

**Checklist For Individual Management Committee Members**  
Responsibilities and Rights

**RESPONSIBILITIES of**  
individual Management Committee  
members:

- to attend Management Committee meetings, or send an apology
- to actively contribute to discussions and decision-making
- to read any papers in advance
- to be familiar with committee procedures
- to be aware of legal responsibilities
- to understand the financial standing of the organisation
- to volunteer for and carry out tasks
- to use specific skills, knowledge and expertise to help the committee reach sound decisions
- to avoid putting own personal interests before the organisation's interests
- to act honestly and in good faith
- to respect confidentiality
- to devote the necessary time and commitment to fulfil the role
- to ask questions about uncertainties
- accept the authority of the chair

**RIGHTS of**  
individual Management Committee  
members:

- to be notified of and to attend Management Committee meetings
- to be given correct information
- to vote at meetings
- to have others respect your confidentiality
- to be given respect from other committee members
- to be paid reasonable out-of-pocket expenses (if relevant)
- to be notified and to attend extraordinary and annual general meetings
- to stand down whenever you choose

ensure that contact with staff is through the chairperson and the chief officer

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