

## Checklist

### What Every Management Committee Member Needs To Know

To help fulfil your role, every member of a Management Committee needs to be familiar with the following:

- Mission statement/overall purpose
- Constitution<sup>1</sup>
- Senior Managers of a large organisation
- Personnel and employment procedures
- Organisation's services
- Annual report
- Terms of reference for Management Committee & sub-committees
- Strategic or development plan
- Contact details for committee members
- Minutes of previous committee meetings
- Dates of forthcoming committee meetings

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<sup>1</sup> The constitution is the written set of rules for a group/organisation. If a company Ltd by guarantee, the written rules are memorandum & articles of association.