

Functions

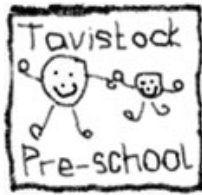
- **Staff Employment**
 - interviewing, contract, annual reviews
- **Supporting the Pre-school Supervisor**
 - discussing and supporting decision, events, expenditure
- **Building Maintenance**
 - This general maintenance such as clearing guttering of leaves and also includes larger jobs such as repainting fences, replacing floor and roof coverings.
- **Finance**
 - Managing the Pre-school's budget
- **Compliance with requirements of:**
 - The Pre-school Learning Alliance
 - Ofsted
 - Insurance
 - Health and Safety
 - Department of Education
 - The Charity Commission
- **Fundraising**
 - We raise funds to purchase new equipment and toys by holding seasonal events

Chair/Vice Chairs' Responsibilities

- Act as the Pre-school's official voice
- Call and direct meetings
- Act as signatory for the pre-school on official documentation
- Conduct annual staff reviews
- Set budget
- Liaising with pre-school supervisor to ensure smooth operation of the pre-school

Secretary's Responsibilities

- Take and distribute minutes from each committee meeting
- Produce letters from the committee to parents



Treasurer's Responsibilities

- Liaise with the book keeper (a paid employee who keeps accounts and calculates wages)
- Co-sign pre-school cheques with book keeper
- Occasionally visit building society
- Provide budget information to committee