

Committee Member Role Description and Expectations

What tasks do we require from the committee members?

- Attendance at half termly committee meetings held at the Ark- usually Wednesdays at 7.30
- If attendance in person is difficult, it may be possible to 'dial in' remotely
- To carry out a 60 minute room observation each term
- Liaising with staff as required
- Supporting the continuous fundraising. This includes attendance (setting up, running, clearing up etc) at fundraising events throughout the year

What level of commitment do we expect?

- Attending a minimum of 4 committee meetings per year
- Commit to the role for a minimum of 1 year and to give 2 months notice to quit thereafter
- To attend further meetings as required according to any extra duties that you undertake e.g. financial/safeguarding/fundraising sub meetings

What skills, qualities and experience do we require/expect?

- Confidentiality
- Enthusiasm
- Organisation
- Positivity
- Discretion
- Willingness to help
- Passion for high quality childcare
- IT skills

Who is the main point of contact?

Chair of the Committee – Pauline Pinkney
Manager of The Ark – Sarah McNab

Any compulsory training required?

- Training will be offered as appropriate

Specific requirements

- Applicants must be aged 18 or over
- DBS clearance – we will lead you through this process
- EY2 Ofsted Registration – we will lead you through this process
- No previous disqualification as a Director of a Company
- Two references