



Parent Committee Guidelines & Information

Our Parent committees aim is to support the interests of The Under 5's Project's community. Through the roles of president, treasurer, secretary, fundraising officers and general members, the parent committee work collaboratively with The Under 5's staff, Nursery parents and the Executive Manager to highlight the needs of, and add value to, The Under 5's Project.

This can occur in many forms such as networking and supporting the Nursery community, planning social or fundraising activities, having input on the direction we steer our charity, and deciding on future plans. The aim is to assist where required and add value, through parental involvement, ideas, and engagement.

The Parent Committee also helps to create an environment where all parents know that their views matter, and where they feel confident and comfortable putting them forward. They work on behalf of all parents to discuss educational matters that are of importance to all.

Why volunteer?

- Are you interested in learning new skills?
- Would you like to meet new people?
- Are you interested in the world of Early Education?
- Would you like to add something positive to your local community?
- Would you like to share your skills, time and ideas with others?

Research shows clear benefits for children when parents become actively involved in their child's learning and development from an early age. Parental involvement has been recognised by the Government as being key to a child's successful development too.

Meetings are held at a time and place that is convenient to the greatest number of parents. Parent Committee meetings are friendly and informal, refreshments are served, and childcare is usually available

Working as part of The Under 5's Project committee is all about opportunities – for the pre-school, but also for yourself – and from small beginnings, you could find yourself taking a new direction in life.

A lot of the work committees do is fun – building new partnerships with other parents and professionals, coming up with new fundraising ideas, getting exciting plans off the ground – but there are some regular jobs too.

Chairperson – Currently Edel Redmond

- Represents and acts as a spokesperson for the Nursery.
- Sets the agenda for meetings together with the Executive Manager.
- Co-ordinates the work of the committee to ensure effective administration.
- Supports other committee members and authorises the work of the Treasurer.

Treasurer

- Ensures the committee are aware of the financial position of the charity,
- Ensures that all committee members are aware of their financial responsibilities and comply with the charity's finance procedures.
- Ensures that the committee apply the charity's resources exclusively in pursuance of its charitable objectives.
- Confirms that the accounts are checked annually and independently.
- Reviews and returns any other financial reports as necessary.

Secretary

- Takes accurate minutes during meetings, types up and sends them out to all attendees in a timely manner.
- Ensure we comply with GPDR regulations
- Supports all committee and staff members, by ensuring the administrative function is efficient.

Shared responsibilities for all committee members

- Act in the best interests of the charity; promoting its values and working to achieve its charitable objectives.
- Work as part of a team with the other trustees; whilst bringing their own ideas, perspectives and experiences to the committee.
- Regularly attend committee meetings and contribute to the effective management of the charity.
- Read committee papers and contribute to the decision-making process of the committee.
- Ensure all committee members and staff have clearly identified roles and responsibilities.
- Ensure that the charity complies with the rules in its constitution, charity law, and other relevant regulations that govern the work of the charity.