



Role	Description	Responsibilities
<p>Chairperson</p>	<p>The Chairperson has overall responsibility for the playgroup, in terms of it running and financial viability.</p> <p>The Chairperson is the Playleader’s line manager and works with her in enabling Playgroup to run smoothly.</p> <p>NB The day to day running of playgroup is the responsibility of the Playleader.</p>	<ul style="list-style-type: none"> - To liaise between staff and committee - To liaise between staff and parents - To chair committee meetings - To cover for staff, if required - To conduct Playleader’s annual appraisal - To co-ordinate/delegate fundraising events - To delegate jobs (newsletter etc) - To monitor staff hours/wages - To monitor fee collection (with Treasurer) - To make annual financial projection (with Treasurer) - Staff recruitment - To maintain confidentiality
<p>Vice Chairperson</p>	<p>The Vice Chairperson is there as a practical support for the Chairperson.</p>	<ul style="list-style-type: none"> - To help in the organisation of events - To help in the organisation of fundraisers - To liaise with the committee and parents - To encourage support for Playgroup events - To take on roles delegated by Chair - To stand in for Chair, if necessary



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Treasurer	The Treasurer monitors and maintains records of income and expenditure for Playgroup.	<ul style="list-style-type: none"> - To pay invoices / expenses - To bank monies received - To record income and expenditure - To file income and expenditure receipts - To keep spreadsheet up to date (income, expenditure, annual report pages) - To monitor bank balances and reconcile bank accounts monthly - To prepare forecast of the year end position (at least quarterly) to monitor and inform decision making. - To arrange cash floats for fundraisers and bank takings after events. - To apply for Nursery Milk (monthly) - To prepare and distribute invoices and monitor and bank receipts for fee paying children and snack for all children. - To complete rent spreadsheet monthly, calculate monthly rent and pay monthly. - To prepare monthly reports for committee meetings - To prepare claim for Gift Aid online and ensure receipt - To assist Chairperson with supply of financial information, when required



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Wages Clerk	The wages clerk is responsible for the monthly calculation and payment of staff wages, which includes the calculation of tax, national insurance and holiday pay.	<ul style="list-style-type: none"> - To pay staff wages - To monitor staff hours - To pay tax and NI to tax office (quarterly) - To complete monthly the PAYE Online database and file real time returns. - To prepare end of year returns and P60s for staff - To liaise with tax office if required - To deal with any matters relating to change of staff - To adhere to staff-cover pay policy
Secretary	The secretary prepares the agenda and minutes for committee meetings and has responsibility for correspondence between Playgroup and outside agencies, as well as any additional admin duties delegated by the Chairperson.	<ul style="list-style-type: none"> - To take and distribute minutes of meetings - To keep a record of any admin duties - To help staff with basic admin tasks



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Rota Secretary	<p>The rota secretary is responsible for creating a duty rota at the start of each term. The rota is distributed to all parents, clearly showing day by day when they are required to be on duty.</p> <p>The rota is completed using an Excel spreadsheet, which calculates the number of duties each parent is required to undertake, based on the number of days their child attends playgroup. Parents should be asked for any specific dates/days they cannot do duty and these should be accommodated if possible. The rota then needs to be constructed on a week by week basis. A template of the spreadsheet will be provided at the hand over meeting.</p>	