



## Baby & Toddler Family Support Groups, Key Roles

These groups are normally run by a parent led group (also known as committee). Volunteering to be involved is an ideal opportunity to meet other parents, update existing or learn new skills as well as putting something positive back into your local community.

The three main roles are the Chair, Secretary and Treasurer. You may find the list below helpful as it explains briefly what each role entails.

### Chair

To be the first point of contact for the group  
Acts as spokesperson for the group  
To plan and chair meetings  
Authorises the work of the Treasurer  
Monitor to ensure agreed actions are completed  
Supports other committee members

### Secretary

Prepares agenda w  
  
Books venues  
Supports the groups by ensuring the administration function is efficient

### Treasurer

Provides an up to date written statement of the financial position of the group at meetings  
Issues bills and receipts and makes all payments authorised by committee  
Manages the groups bank account updating the list of signatures as necessary  
Presents the accounts  
Arranges for the accounts to be checked annually and independently

Depending on the number of volunteers your group has other posts may include:

Fundraiser  
Rota Secretary