

What does the Committee do?

The Committee is responsible for the overall management and control of the Pre-school.

What does this mean?

The Committee employs the staff and takes care of the finances and administration of the pre-school.

The Committee raises funds for the purchase of new resources and equipment.

The Committee ensures that our responsibilities with third parties (Ofsted, Essex County Council, Charities Commission) are met.

The Committee supports the Practice Manager and Staff to ensure the very best care is provided to your children.

What do Committee Members do?

We have three officers:

- **Chair** Chairs meetings and liaises directly with the Practice Manager
- **Secretary** Takes the minutes at meetings and deals with correspondence
- **Treasurer** Is responsible for the financial management of the pre-school

Our general members do as little or as much as fits with their other commitments including:

- Organising our Summer and Christmas Fairs
- Getting publicity for the pre-school
- Baking or organising crafts
- Maintaining the website

We need you!



With 21 children leaving for school this year we are also losing many of our Committee.

We need some enthusiastic parents who can spare some time to help us out. We also need a new Chair person to take over in November from Sally and Sara.

Please talk to us about what you could offer!

