

SMCELC Committee Members- Need to Know!

Be aware of the organisation's Constitution

Be aware of the Rules or Standing Orders of the management committee

Understand and agree with the organisation's Vision and Missions Statement

Be aware of the relevant legislation and regulation affecting the organisation

Keep up to date on developments in the early childhood field

Attend and support functions of the organisation

Know the director as well as possible

Do not become involved in staff problems other than to pass them on to the executive committee

Attend committee meetings regularly

Read committee papers/information carefully and before committee meetings

Ask relevant questions of the service's employed management at committee meetings

Take time to understand issues

Declare any conflicts of interests

Act and vote on committee decisions independently

Make decisions based on the good of the organisation as a whole, rather than for one faction or for personal benefit

Be answerable for and accept accountability for all committee decisions (not only those voted for)

Do not make decisions without appropriate discussion/voting by committee

Maintain privacy and confidentiality of all committee decisions

Be prepared to resign if a disagreement with the majority of the committee is significant enough, rather than undermining the decision or the committee.