

Sharing the workload

Suggestions for dividing tasks amongst your committee members



This tool is intended to be used in conjunction with the 'Committee skills self-assessment tool', which can be found [here](#) on the NDCS website. We would encourage you to complete the quick self-assessment first, before looking at how you can divide the tasks across your committee.

How you divide up the workload in your committee is up to you. As long as everyone knows who is doing what, and is happy with that, it doesn't matter. Below are some suggestions about how you could allocate tasks. There may well be more roles here than you have committee members, and that's absolutely fine. There may be some skills your group doesn't need at the moment; and some committee members may be willing to take on more than one role/ area of responsibility. Don't forget that whilst it is good to have someone to take primary responsibility for different areas, that doesn't mean that they should do it all!

Skill	Committee member who could undertake this:
Leadership during and between meetings	Chair
Ensuring decisions are put into practice	Chair
Representing the group at functions, meetings and events	Chair/ a nominated committee member
Organising others	Chair/ Secretary
Meeting deadlines	Chair/ Secretary
Organising committee meetings and AGMs	Secretary
Taking meeting notes	Secretary
Responding to enquiries	Secretary/ Membership Officer/ Family Support worker
Organising events and activities	Events Co-ordinator/ Secretary/ other committee members
Working with babies and toddlers	Events Co-ordinator/ Family Support worker/ a nominated committee member
Working with primary-aged children	Events Co-ordinator/ Family Support worker/ a nominated committee member
Working with teenagers	Events Co-ordinator/ Family Support worker/ a nominated committee member
First aid	Events Co-ordinator/ a nominated committee member
Health and Safety	Events Co-ordinator/ a nominated committee member

Skill	Committee member who could undertake this:
Written communication	Secretary/ Marketing Officer/ other committee members
Verbal communication	Chair/ Membership Officer/ Family Support worker/ other committee members
Recruiting new members	Membership Officer/ Marketing Officer/ all committee members
Supporting parents	Family Support worker/ Membership Officer/ all committee members
Providing information and advice	Family Support worker/ Membership Officer/ all committee members
Relationship building with families	Family Support worker/ Membership Officer/ all committee members
Finding and engaging harder to reach groups	Family Support worker/ Membership Officer/ all committee members
Relationship building with local organisations	Campaigns Co-ordinator/ Chair
Relationship building with local decision-makers	Campaigns Co-ordinator/ Chair
Campaigning for better local services	Campaigns Co-ordinator/ Chair
Marketing	Marketing Officer/ Events Co-ordinator/ Membership Officer
IT	Marketing Officer/ Secretary/ other committee members
Managing website and social media	Marketing Officer/ Secretary/ a nominated committee member
Involving local media	Marketing Officer/ Campaigns Co-ordinator/ Events Co-ordinator/ Chair
Managing the group's finances	Treasurer
Fundraising	Fundraising Officer/ Treasurer
Safeguarding children and young people	Whilst the Child Protection Designated Person may take a key role in ensuring this, safeguarding children is the responsibility of the whole committee.
Ensuring the group fulfils its legal responsibilities	Whilst the Chair may take a key role in ensuring this, all committee members, as trustees, are responsible.
Ensuring the group follows relevant policies and procedures	Whilst the Chair may take a key role in ensuring this, all committee members, as trustees, are responsible.