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**Appendix 3 - E20147 - Management Committee Skills - FETAC Level 5**  
*(Delivered over 5 x 3 hour sessions or 2 x full days)*

This programme will enable candidates to participate actively and effectively on community based voluntary management committees and develop their knowledge, confidence and skills to support their contribution as members of voluntary management committees

**Programme Objectives – candidates who complete this module will:**

- Expand their understanding of the function of management committees in community & voluntary work settings
- Understand the process and procedures of management committees
- Develop critical awareness of the values underpinning decision making in a community development context
- Demonstrate a range of management committee skills
- Assess the importance of effective project and programme planning to enable successful project outcomes
- Explore funding sources and requirements of funding applications
- Recognise the role of different support agencies and services available

**Entry Requirements**

Participants are required to have achieved Leaving Certificate or an equivalent level of qualification

## Programme Plan

### Session 1

#### Unit 4- Work of Management Committees

- Project and programme planning
- Different types of planning i.e. strategic, long, medium & short term
- Terms used in planning i.e. mission statement, values, aims, visions, objectives, ethos etc.
- Designing of a work plan i.e. goals, tasks, expected outcomes, evaluation procedures and division of responsibilities

### Session 2 & 3

#### Unit 4 – Work of Management committees & completion of funding applications

- Sources of funding
- Making funding applications
- Explain funding terms
- Identify key funders of community based voluntary organizations
- The role of different support agencies and services available

### Session 4

#### Unit 1 – Management Committees

- Purpose & function of Management Committees
- Responsibilities of Management Committees
- Organization of management committees i.e. limited companies, co-operatives, informal group etc.
- Factors (internal & external) that impact on the work of management committees

#### Unit 3 – Participating in Management Committees

- Committee Management Skills requirements i.e. effective communication, decision making, collaboration, relationship building and maintenance, project & programme planning, resource management, strategic planning, reviewing/ evaluation

### Session 5

#### Unit 2 – Effective Meetings

- Functions of different types of meetings
- Roles and duties of meeting members i.e. chair, secretary, treasurer, member etc..
- Potential meeting difficulties that impact on the success of meetings
- Good practice in running effective meetings
- Planning & facilitation of meetings i.e. agendas, minutes, matters arising, decision making, voting, consensus, dealing with conflict & issues

Summary SWOT analysis - Take stock of current situation and follow up with an action plan to address all four areas

### **Assessment Process**

All candidates will be assessed in accordance with FETAC regulations as below:

- **Collection of Work 60%**
- **Project 40%**

#### ***Collection of Work carries 60% of the marks***

Candidates will be required to gather a collection of work that demonstrates key aspects of management committee work. This collection will include:

- A notice & agenda for a meeting
- Minutes of a formal meeting
- A completed funding application form

#### ***Project carries 40% of the marks***

Candidates will be required to demonstrate the ability to analyze, evaluate & draw conclusions. They will undertake a case study of a management committee which will include the following:

- Outline the structure and function of a management committee
- Description of the characteristics of a management committee
- Analysis of the roles and responsibilities of a management committee
- Analyses of the strengths and challenges facing a management committee

The project may be undertaken as a group of collaborative piece of work where individual contribution from each candidate must be clearly defined.

***The assessments i.e. collection of work and project must be submitted 4 weeks following course completion.***

### **FETAC CERTIFICATION**

This course is certified by FETAC (Further Education and Training Awards Council) and participants will gain one credit at FETAC Level 5. FETAC gives people the opportunity to gain recognition for learning in education and training centres, in the work place and in the community. The FETAC Assessment periods are February, June, October and December and certificates are issued within approximately 2 months of each assessment period.