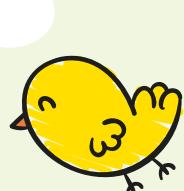


EARRANN 2 SECTION 2

A' Chomataidh

The Committee





A' Chomataidh

Thèid Comataidh a thaghadh gus a' bhuidheann a ruith bho latha gu latha. Bidh an t-uallach airson obair is co-dhùnaindean a' tuiteam air a' Chomataidh air fad.

Am measg nan dleastanasan a bhios aig a' Chomataidh tha:

- A' dèanamh cinnteach gum bi a' bhuidheann air a deagh ruith, agus gun leanar an stiùireadh sa bhonn-stèidh.
- A' cumail deagh rian air airgead.
- A' ceannach/a' cur air dòigh uidheamachd agus ga cumail ann an deagh staid
- Nuair a thig an t-àm, a' cur air dòigh agus a' cumail choinneamhan cunbalach, a' gabhail a-steach Coinneamh Bhliadhnailean.
- A' brosnachadh phàrantan gu bhith a' dol an sàs sa bhuidhinn.
- A' leigeil le Comataidh ùr na dleastanasan a ghabhail òs làimh.

Bu chòir a h-uile ball sa bhuidhinn a bhith an sàs ann a bhith a' dèanamh cuid a cho-dhùnaindean aig Coinneamh Bhliadhnailean, nam measg:

A' taghadh buill ùra airson na Comataidh, a' stèidheachadh chìsean agus ag atharrachadh phoileasaidhean.

The Committee

A committee is elected to carry out the day to day running of the group. It provides shared responsibility for workload and decision making.

Examples of responsibilities of the committee are:

- Ensuring the group runs smoothly, following the guidelines in the constitution.
- Managing money effectively
- Purchasing/organising equipment and keeping it well maintained
- When the time comes Organising and holding regular meetings including the AGM
- Encourage all parents to be involved in the group
- Hand over to new committee

Certain matters should be decided upon by all members of the group at an AGM including:

Election of new committee members, fees and policy change.



Coinneamhan na Comataidh

Bu chòir don Chomataidh coinneachadh eadar 4 - 6 turasan sa bhliadhna, agus sin a rèir a' bhuinn-stèidh agaibh - 's e a' Choinneamh Bhliadhnaile a bhios ann an aon de na coinneamhan sin.

Airson nan coinneamhan sin:

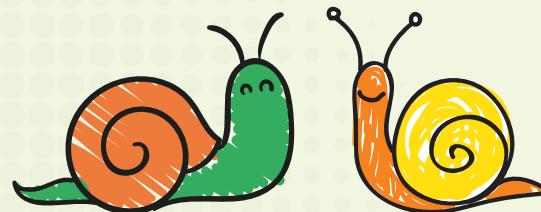
Bidh sibh air Clàr-gnothaich a dheasachadh is geàrr-chunntas bhon choinneimh mu dheireadh, a thèid a sgaoileadh ron choinneimh. Bu chòir dhuibh bruidhinn air gach cùis agus aonta fhaighinn airson cho-dhùnaidhean. Faodaidh sibh bhòtadh le bhith a' togail ur làmhan no le baileat. Ma tha na bhòtaichean co-ionann, 's e a' bhòt aig a' Chathraiche a tha a' cunnadh.

Committee Meetings

Committees should meet 4 - 6 times a year, which will be governed by your group constitution - one of these being an Annual General Meeting (AGM).

At these meetings they will:

Have a prepared Agenda and minutes from the previous meeting, which will be distributed before the meeting – All matters should be discussed and decisions should be reached by consensus. A vote can be taken by a show of hands or a ballot. If there is a “tie” the Chairperson has the casting vote.





Molaidhean cuideachail airson coinneamhan math a chumail

- Tha diomhaireachd fior chudromach airson nan coinneamhan, agus bu chòir don Chathraiche innse do bhuill na Comataidh mu cho cudromach agus a tha sin.
- Bidh e na chuideachadh ma bhios fiosrachadh freagarrach aig na buill ron choinneimh. Bu chòir dhuibh na co-dhùnaidhean is na gnìomhan a tha rin coileanadh a chlàradh sa gheàrr-chunntas agus bu chòir cinn-latha a bhith ann airson crìoch a chur air na gnìomhan a dh'aontaich sibh, gus am bi fios aig a h-uile ball cò tha dèanamh dè agus cuin.
- Bu chòir don rùnaire lethbhric a thoirt leis/leatha den gheàrr-chunntas bhon choinneimh mu dheireadh, den chlàr-ghnothaich, litrichean/brathan conaltraidh sam bith air am bi sibh a' bruidhinn, leabhar-latha na buidhne, leabhar-notaichean agus peann airson gèarr-chunntas a ghabhail.
- Bu chòir aithris a bhith aig an lonmhasair air an teachd-a-steach is cosgaisean a bh' ann bhon choinneimh mu dheireadh. Cuideachd san aithisg sin, bu chòir fios a bhith air an t-sùim a th' anns a' chunntas-banca, an t-airgead a th' agaibh 'nur làimh', fairdealan nach do phàigh sibh fhathast agus an teachd-a-steach is cosgaisean a tha sibh an dùil a bhios ann air an ath mhìos.
- 'S iad na coinneamhan as fheàrr an fheadhainn a chumas ris a' chlàr-ghnothaich. Bidh Comataidhean matha a' dèanamh cothromachadh eadar còmhradh is gnìomhan.

Sampall de Chlàr-ghnothaich – [Èarr-ràdh 6](#)



Helpful hints for successful meetings

- Confidentiality is vital at meetings and the Chairperson should make committee members aware of the importance of this.
- It is helpful for members to have relevant information before a meeting. Decisions and actions to be taken should be recorded in the minutes and should include dates for completion of tasks agreed so that all members are aware of what has to be done by whom and when.
- The secretary should take along copies of the previous minutes, agenda, any correspondence to be discussed, group diary, note book and a pen for minute taking.
- The Treasurer should have a report of income and expenditure since the last meeting. The report should also include the current bank balance, which should include cash in hand and unpaid receipts and anticipated income and expenditure for the next month.
- The most successful meetings are those which keep to the agenda. Successful committees keep a balance between talking and effective action.

Sample Agenda – [Appendix 6](#)



Deagh Mhodhan-obrach

- 'S e deagh mhodhan-obrach a th' ann ma gheibh an Cathraiche lethbhreac de gach aithris-banca, mura h-eil am banca a' toirt seachad dà lethbhreac dheth, tha e furasta fear eile a chlò-bhualadh.
- Bu chòir dhuibh airgead sam bith a th' agaibh a chur don banca cho luath's as urrainn.
- Bu chòir dhuibh cuidteasan a thoirt seachad airson gach sùim airgid a gheibh sibh.
- Bu chòir barrachd air aon duine an t-airgead a chunntadh, a gheibh sibh bho thachartas gus airgead a thogail, agus bu chòir fios air sin a bhith air a chlàradh is a shoidhnigeadh le dithis.
- Bu chòir dhuibh pàigheadh airson a h-uile rud le seic, gus am bi fianais agaibh air airgead a bheir sibh a-mach.
- Bu chòir dithis bhall den Chomataidh seicichean a shoidhnigeadh. 'S fheàrr leis a' mhòr-chuid de bhuidhnean gum bi triùir luchd-soidhniigidh clàraichte leis a' banca airson sin a dhèanamh.
- Na curiribh ainm uair sam bith ri seic air nach eil sùim sgriobhte.

Good Practice

- It is good practice for the Chairperson to receive a copy of each bank statement, if two copies are not provided by the bank a photocopy can easily be made.
- All money should be banked as soon as possible.
- Receipts should be given for all sums of money received.
- Cash from a fund-raising event should be counted by more than one person and recorded and signed by 2 people.
- All payments should be made by cheque so there is a record of withdrawals.
- Cheques should be signed by 2 members of the committee. Most groups prefer to have 3 signatories registered with the bank for this purpose.
- Never sign a blank cheque.





Leabhar-latha na Comataidh

Bidh e feumail leabhar-latha a chumail airson na buidhne, gus cuimhneachadh do dhaoine dè bhios a' tachairt agus cuin, agus faodaidh an rùnaire sin a thoir leatha/leis gu gach coinneamh, agus faodaidh sibh coimhead air/cur ris nuair a tha sibh a' planadh. Am measg an t-seòrsa fiosrachaидh a dh'fhaodadh sibh a chur ann tha:

- Cinn-latha nan coinneamhan den Chomataidh agus ceann-latha na Coinneimh Bhliadhnaill
- Cinn-latha airson àrachais agus airson nuair a dh'fheumas ballrachd a bhith air a h-ùrachadh
- Cinn-latha airson deuchainnean/measadhean Slàinte is Sàbhailteachd – a' gabhail a-steach measaidhean teine
- Turasan a tha sibh an dùil a ghabhail agus cinn-latha airson phàrtaidhean
- Cinn-latha airson poileasaidhean ùrachadh

Bidh an liosta de ghnìomhan eadar-dhealaichte airson gach buidheann

Coinneamh Bhliadhnaill (AGM)

Ag ullachadh airson Coinneamh Bhliadhnaill?

Thoiribh sùil air bonn-stèidh na buidhne agaibh – bidh e ag ràdh:

- cuin a bu chòir a' Choinneamh Bhliadhnaill a chumail
- cia mheud ball a dh'fheumas a bhith an làthair (an cuòram)
- cia mheud latha ro-làimh a bu chòir dhuibh fios a chur gu daoine – 14 latha mar as trice
- cia mheud ball a bu chòir a thaghadh airson na Comataidh
- dè cho fad 's a dh'fhaodas ball a bhith air a' Chomataidh

The Committee Diary

It is helpful to keep a group diary as a useful reminder of what happens and when, this can be brought to each meeting by the secretary and referred/added to, planning ahead as required. The sort of information you might record could include:

- Dates of committee meetings including the AGM
- Dates for Insurance and any membership renewal
- Review dates for Health and Safety checks – including fire checks
- Planned visits and outings and Party dates
- Policy renewal dates

The list of tasks will be different for each group.

Annual General Meeting (AGM)

Preparing for AGM?

Check your group's constitution – it states:

- when the AGM should be held
- how many members must be present (the quorum)
- how much notice members must receive – usually 14 days
- how many committee members to be elected
- what term committee members can serve on the committee



Ullachadh ron Choinneimh Bhliadhnaill?

Dèanaibh cinnteach ro-làimh:

- Gun cuir sibh ceann-latha, uair is àite air dòigh
- Gun glèidh sibh àite air a shon
- Gun cruthaich sibh clàr-gnothaich (iarraibh air a h-uile ball molaidhean a thoirt dhuibh airson puinean a' chlàir-gnothaich)
- Ullaichibh cunntasan bliadhnaill, air an deach sgrùdadh neo-eisimeileach a dhèanamh.
- Cuiribh fios chun a h-uile ball agus dèanaibh sanasachd air ro-làimh (14 latha)
- Deasaichibh aithisgean bhon Chathraiche, Ionmhasair
- Dèanaibh Aithris air na Cunntasan agus Duilleag Chothromachaидh

Aithisgean airson na Coinneimh Bhliadhnaill

Bidh na h-aithisgean airson na Coinneimh Bhliadhnaill ag innse do phàrantan bhon bhuidhinn mun obair a chaidh a dhèanamh air feadh na bliadhna agus na tachartasan a bh' ann.

Ann an Aithisg a' Chathraiche, bu chòir aithris a bhith air obair na buidhne sa bhliadhna a dh'fhalbh, a' gabhail a-steach:

- Àireamh na cloinne a tha a' frithealadh
- Atharraichean air a' Chomataidh
- Tachartasan gus airgead a thogail
- Uidheamachd ùr
- Turasan/daoine a thadhail
- Fiosrachadh ùr air luchd-obrach is trèanadh a chaidh a dhèanamh
- Tachartasan sòisealta

Tasks before an AGM?

In advance of the meeting ensure you:

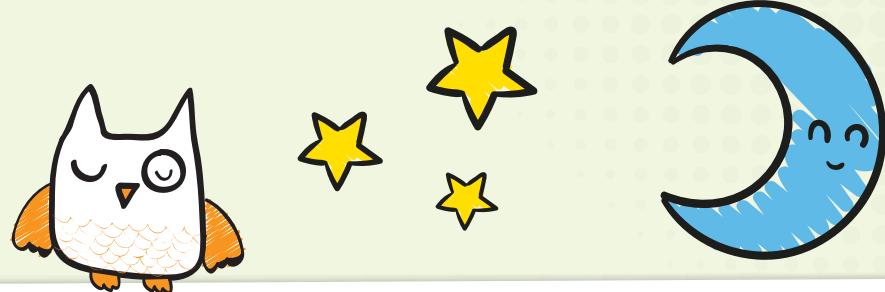
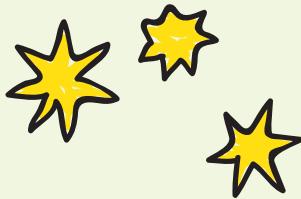
- Set a date, time and place
- Book the venue
- Draw up the agenda (ask all members for items to be discussed)
- Prepare annual accounts, which have been independently examined.
- Send out notices to all members and advertise (14 days)
- Prepare reports from the Chairperson, Treasurer
- Draw up a Statement of Accounts and Balance Sheet

Reports for AGM

The reports at an AGM inform the parents in the group of the business that has been conducted throughout the year and any activities that have taken place.

The chairperson should give a report of the group's work during the year including:

- Numbers of children attending
- Committee changes
- Fund-raising events
- New equipment
- Outings /visitors
- Staff updates and training undertaken
- Social events



Coinneamh Èiginneach (EGM)

- Gabhaidh coinneamh mar seo a ghairm gun mòran rabhaidh, gus dèiligeadh ri cùisean èiginneach.

A' taghadh comataidh ùr:

Feumar duine a mholadh agus am moladh sin taic fhaighinn mus tèid a t(h) aghadh airson a bhith na b(h)all den Chomataidh. Ma thèid barrachd air aon duine a mholadh airson dreuchd, thèid bhòt a chumail – le bhith togail làmhan no le baileat.

Luchd-dreuchd Ùra - [Eàrr-ràdh 22](#)

Cho luath 's as urrainn às dèidh na Coinneimh Bhliadhnaile, bu chòir don Rùnaire innse do na daoine aig am bu chòir fios a bhith mu na buill ùra a th' air a' Chomataidh. Tha duilleag, 'Fios mu Luchd-dreuchd Ùra', an cois seo mar Eàrr-ràdh.

Atharraichean air a' Chomataidh

Bu chòir dèiligeadh ri atharraichean air a' Chomataidh a thaobh ballrachd aig a' Choinneimh Bhliadhnaile no aig Coinneamh Èiginneach, agus bu chòir dhuibh geàrr-chunntas de na coinneamhan sin a chumail airson gu bheil am fiosrachadh clàraichte agaibh. Cuimhnichibh, ma dh'atharraicheas a' Chomataidh agaibh, tha e cudromach gun innis sibh mu dheidhinn don a h-uile duine aig am bu chòir fios a bhith.

Emergency General Meeting (EGM)

- Can be called at short notice, to deal with any urgent matters.

Election of the new committee:

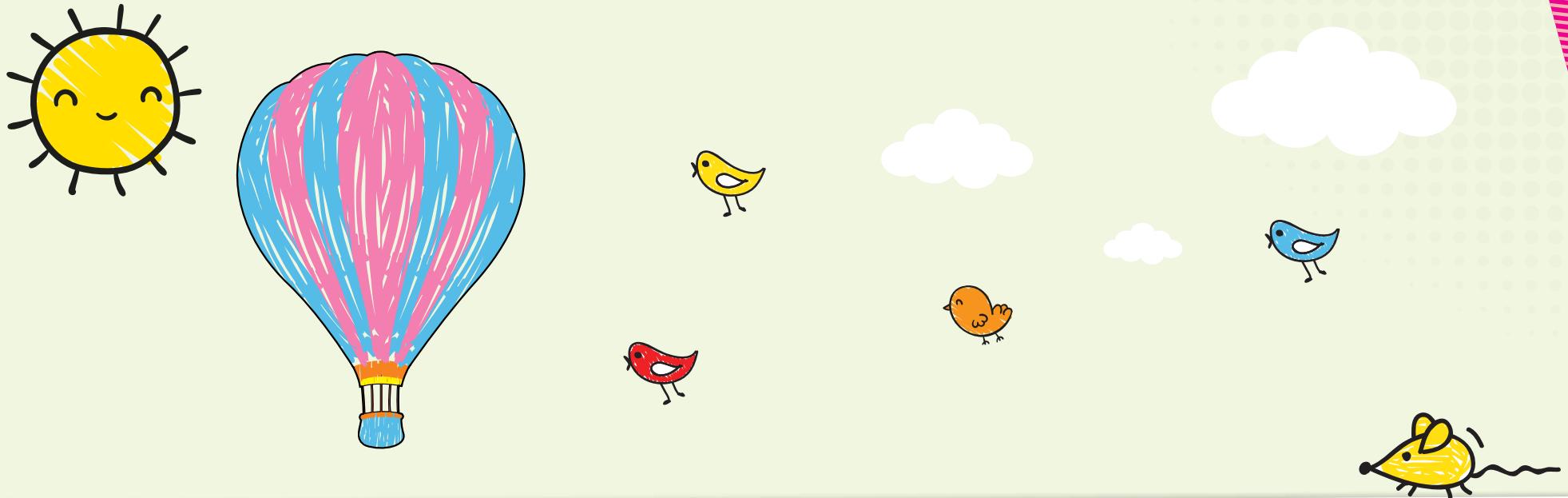
Each person has to be proposed and seconded before being elected to fill a vacancy on the committee. If more than one person is nominated for any post, then a vote is taken – by hand or by paper ballot.

New Office Bearers - [Appendix 22](#)

Immediately after the AGM the Secretary should pass on information about the new committee members to those concerned. - A 'Notification of New Office Bearers' sheet is included in the Appendix at the back of this pack.

Change of Committee

Changes of committee members should generally happen at an AGM or EGM and minutes of these meetings should be kept for your records. Please remember if your committee changes it's important that you inform all relevant parties.



A' cumail fios ris a' Bhanca

Bidh am pròiseas airson a bhith a' cumail fios ri bancaichean an crochadh air dè am banca a th' agaibh, ach san fharsaingeachd bithear ag iarraidh oirbh na leanas a dhèanamh:

- Togaibh foirm, 'Atharraich an Luchd-soidhnigidh', bhon Bhanca agaibh.
- Lionaibh is tillibh am foirm sin cho luath 's as urrainn. Dh'fhaodadh gum feum luchd-soidhnigidh ùra diofar sheòrsaichean fianais a thoirt seachad mar ID - bidh fiosrachadh mun sin san fhoirm.
- Bidh a' mhòr-chuid de bhanacchein cuideachd ag iarraidh lethbhreac de gheàrr-chunntas na coinneimh far an deach aontachadh ri atharraicheadh air ballrachd na Comataidh.

Mar as luaithe a lionas sibh is a thilleas sibh am foirm, 's ann as luaithe a bhios cead aig an luchd-soidhnigidh ùra rudan a shoidhnigeadh, agus tha sin cudromach a thaobh a bhith ag obair leis a' chunntas-banca agaibh.

Informing the Bank

The process of informing banks may vary depending on the bank but generally you will be required to do the following:

- Collect a 'Change of Signatories' form from your Bank.
- Fill this out & return it as soon as possible. New signatories may require various forms of I.D - information regarding this will be on the form.
- Most banks will also require a copy of the minutes of the meeting where the changes to committee members were agreed.

The quicker you fill out the form and return it, the quicker the new signatories will become active & this is important in order to be able to access your bank account



A' cur fios gu Bòrd na Gàidhlig

Tha e cudromach gum bi am fiosrachadh conaltraidh as ùire aig BnG airson buidhnean nan Tràth-bhliadhnaichean, feuch am faigh sinn fiosrachadh iomchaidh nuair a tha sin a dhìth oirnn. Mura h-eil na h-ainmean ceart againn airson a bhith conaltradh ribh, dh'fhaodadh gun cuir sin dàil ann an iarrtasan maoineachaidh.

Ma dh'atharraicheas na daoine air a' Chomataidh agaibh chun am bu chòir dhuinn fios a chur, bu chòir dhuibh foirm, 'Atharraichean air a' Chomataidh', a lionadh a-steach cho luath 's as urrainn dhuibh, faicibh [Èarr-ràdh 23](#). Gheibh sibh foirmichean bhon Oifigear Thràth-bhliadhnaichean agaibh aig Bòrd na Gàidhlig agus bu chòir dhuibh an tilleadh thuca no chun na h-ofis ann an Inbhir Nis:

Bòrd na Gàidhlig

Taigh a' Ghlinne Mhòir

Rathad na Leacainn

Inbhir Nis

IV3 8NW

A' cur fios gu luchd-maoineachaidh / buidhnean eile

Bu chòir dhuibh fios a chur chun an luchd-mhaoineachaidh eile a bheir taic don Bhuidhinn Thràth-bhliadhnaichean agaibh, no gu buidhnean de bheil sibh nur ball, le bhith cur fios thuca fhèin.

A' cur fios gu OSCR

Mas e buidheann charthannais chlàraichte a th' anns a' Bhuidhinn Thràth-bhliadhnaichean agaibh, feumaidh sibh innse do OSCR cho luath 's a dh'atharraicheas am Prìomh Neach-conaltraidh agaibh. Gheibh sibh fiosrachadh air mar a nì sibh sin an seo: www.oscr.org.uk

Informing Bòrd na Gàidhlig

It is important that BnG have up to date contacts for Early Years groups in order to keep them informed of any relevant information. Not having the correct contacts could cause delays in things such as funding applications.

If contacts within your Early Years Group committee change you should fill out a 'Change of Committee' form as soon as possible see [Appendix 23](#). Forms are available from your Bòrd na Gàidhlig Early Years Officer and should be returned to them or the Inverness office:

Bòrd na Gàidhlig

Great Glen House

Leachkin Road

Inverness

IV3 8NW

Informing other funders / bodies

Any other funders who support your Early Years Group or organisations you're group are members off should be informed by contacting them directly.

Informing OSCR

If your Early Years Group is a registered charity then you must inform OSCR as soon as your Primary Contact changes. www.oscr.org.uk





Cuiribh fios:

F: 01463 225454

P-d: oifis@gaidhlig.scot

L-I: www.gaidhlig.scot

Contact us:

T: 01463 225454

E: oifis@gaidhlig.scot

W: www.gaidhlig.scot



BÒRD NA
GÀIDHLIG

fiosrachadh do
phàrantan

Comann nam Pàrantan
Gaelic Parenting Network