




Totton & Eling Community Association Management Committee Procedure

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Management Committee Procedure

1) Document Control

Version	Action/Next Review Date	Date	Signed
Issue 01	Created	28/04/21	 C D Compton
Issue 02	Paragraph 6. X) Declaration of interests"	03/05/2021	

2) Introduction

- a) This procedure covers the functions and purpose of the Management Committee which is formed under the rules of the Charity Commission.

3) Governing Document

- a) The objects of the current constitution are as follows:
 - i) "promote the benefit of the inhabitants of Totton and the neighbourhood (hereinafter called "the area of benefit"), without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;"
 - ii) The constitution takes precedence over this document in any case where differences are found.
 - iii) A full copy of the constitution is available on the website.

4) Structure

- a) The Management Committee consists of two kinds of association managers.
 - i) **Trustees.** As the Association is an unincorporated organisation it has no legal identity, being just a group of persons. It cannot employ people or hold property in its own name. It is the responsibility of the trustees to hold the legal title by name in the lease and to act on the lawful directions of the Management Committee.
 - ii) **Committee Members.** Committee members are responsible for the day-to-day management of the Association for the purposes stated in its constitution. Members of the Management Committee must act in the best interests of the Association. At committee members first committee meeting they must state to the committee that they have read the Constitution and this procedure and that they understand and accept their



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responsibilities.

b) **Members**

- i) Normally members may attend Management Committee Meetings as observers. They may not address the meeting during the procedure, but may, with prior agreement, address the meeting before it starts.
- ii) In some circumstances the Trustees may decide that attendance of members may not be possible. In this case the Trustees will publish an explanation of the reason.

5) **The Management Committee**

- a) The Management Committee consists of Officers and individual members elected at the Annual General Meeting or at a meeting of the Management Committee (see 'e)' below), members appointed by affiliated organisations and Association Groups and members appointed by Local Statutory Authorities.
- b) All members of the committee must be members of the Totton and Eling Community Association.
- c) New members of the committee must be members of the Totton and Eling Community Association before applying for membership of the committee. Members are voted on to the committee by a simple majority of existing members.
- d) Any vote against an individual applying for membership of the committee must be explained and justified to the other committee members.
- e) Members elected at management committee meetings must have their membership confirmed by election at the first AGM after their election.
- f) The Management Committee must hold regular committee meetings, no more than 3 months apart, during the period between Annual General Meetings.
- g) The Management Committee may appoint an individual or subcommittee to whom it may delegate day-to-day management of specified Association or Centre activities, but it cannot delegate responsibility. It is however acceptable to delegate decision making authority. Delegation must be agreed by the Management Committee and recorded in the Management Committee's meeting minutes.
- h) The Management Committee generally control and supervise the day-to-day activities of the organisation.
- i) Some of the Management Committee members hold an Office Bearer position. While these Office Bearers are important, they do not have any more authority or power than any other individual on the Management Committee. It is the Management Committee, as



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a collective, that make decisions and not individuals. The most common Office Bearer roles are those of Chairperson, Secretary and Treasurer.

j) The Management Committee will include members who are active in the community and have other responsibilities and interests.

i) Decisions made in the committee must be made based on the objectives stated in the Community Association Constitution.

6) **Chairperson**

a) At its first meeting after the Annual General Meeting the General Committee shall elect from among its members a Chair and Vice-Chair. (The chairperson must be a Trustee).

b) The primary role of the Chairperson is to guide the Management Committee towards achieving their aims as set down in the constitution and other relevant documents.

c) Typical duties for a Chairperson include:

i) facilitate committee meetings and ensures the agenda is followed,

ii) make sure that all the facts are presented at meetings,

iii) make people aware of the rules, where necessary,

iv) make sure everybody gets a chance to express their views – only one person speaking at a time,

v) encourage people to join in discussions,

vi) act fairly and ensure order is maintained,

vii) keep overall control of the meetings,

viii) ensure that when decisions are made that everyone understands,

ix) assisting in preparing the agenda,

x) Ensure that Trustees declare any changes to their 'annual declaration of interests' and that all committee members declare any relevant interests prior to the start of the meeting.

xi) checking minutes for accuracy before distribution,

7) **Secretary**

a) The role of Secretary will normally be taken by the Centre Administrators but may also be taken by a nominated person.

b) The primary role of the Secretary is to ensure that there is a good flow of information within the organisation and between the organisation and others. This includes ensuring that decisions taken by the organisation are properly recorded.

c) Typical duties for a Secretary are to take minutes at the meeting, noting who attends, what decisions are taken and who agreed to progress any tasks with expected dates for completion.

i) To publish the agenda with the meeting calling notice seven days prior to the meeting or if this is not possible, as soon as is



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practical after that time. Additional agenda items added prior to the meeting must be declared by the chair before the meeting starts.

- ii) Finalised minutes to be published within seven days of the meeting.
- d) The duties of the Secretary are also,
 - i) to keep safe all the information relevant to the group.
 - ii) to meet with the Chairperson and other Office Bearers to prepare the agenda for Committee meetings and send it out with any additional information if required.
 - iii) to deal with correspondence to the group, to present relevant correspondence at each meeting and to file and keep safe the correspondence received once the information has been passed on at the meetings.
 - iv) to write and send letters on behalf of the group while retaining a file copy for the group to refer to.
 - v) to check minutes, with the chair, for accuracy prior to distribution.
 - vi) to copy and circulate minutes of meetings to all Committee members and other interested CA members and organisations.

8) **Treasurer**

- a) The primary role of the Treasurer is to ensure the Management Committee is provided with accurate financial information. The Treasurer will normally be a trustee.
- b) Typical duties for a Treasurer include:
 - i) ensure accurate records of all financial transactions are kept (for example receipts, cheques made out, invoices paid, cheques/cash received),
 - ii) ensure regular reports are provided at management committees detailing the financial position of the organisation (balance of funds, details of income and expenditure, details of assets and liabilities),
 - iii) ensure all expenditure is approved by the Management Committee before cheques are written or money is spent,
 - iv) allowing any member of the group to inspect the account books,
 - v) Prepare the accounts for the annual audit/examination.

9) **Other Office Bearers**

- a) While most organisations will have a Chairperson, Secretary and Treasurer an organisation may also have other Office Bearers, and positions of responsibility, such as:
 - i) Vice Chairperson,
 - ii) Publicity Officer,
 - iii) Child Protection Officer;



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- iv) Human Resource Officer;
 - b) Any other others position deemed appropriate by the Management Committee.
- 10) **Association Finances**
- i) The overall financial management of the Association's finances is the responsibility of the Trustees. The Trustees have delegated responsibility for many 'every-day' financial issues to the Management Committee. The following are examples,
 - (1) Income**
 - room lettings
 - membership Fees
 - fund raising
 - grants
 - etc.
 - (2) Expenditure**
 - equipment
 - consumables
 - other appropriate expenditure