

COMMITTEES OF THE GREEN STREET GREEN ASSOCIATION

GREEN STREET GREEN VILLAGE SOCIETY COMMITTEE

TERMS OF REFERENCE

The purpose of this Committee will be to:

- Protect and preserve our local assets, environment and the greenbelt for future generations by working closely with community organisations, groups and the Council.
- Create a local village environment which engenders a sense of pride for all and ensures that residents' concerns are raised and actioned as appropriate.
- Champion projects which best serve and address the needs of a diverse community in agreement with the Trustees and the objects of the charity.
- Drive engagement with/from residents by producing and attending local events so as to further the aims of the Committee and Association (where relevant).
- Promote positive awareness of the Committee and its place in the community via channels such as the Association website and by scheduling, planning and printing 2-3 newsletters a year.

1. **MEMBERS**

1.1 The Officers of the Village Society Committee, appointed from the elected members of the Committee (see 3.1), shall be:-

Chair

Vice-Chair

Administration Secretary (*hereinafter "Secretary"*)

Membership Secretary

The Committee may appoint an Officer to fill a vacancy until the following Annual General Meeting.

1.2 At least one member of the Committee shall be a Trustee of the Green Street Green Association. However, this person shall have "observer status" only to avoid any conflicts of interest.

1.3 The Committee shall consist of a minimum of four elected members, other than the Officers of the Committee, subject to a maximum of 20 committee members in total, including the Trustee.

1.4 The Committee shall have power to fill any casual vacancies or to co-opt Members to hold office until the following Annual General Meeting.

1.5 All Associate Members* of the Green Street Green Association shall be eligible to stand for election to the Village Society Committee.

(Associate Members are any members of a household which has paid the annual subscription at the time of the AGM)*

2. **MEETINGS & QUORUM**

- 2.1 There shall be at least six meetings of the Committee in any financial year.
- 2.2 A Quorum shall consist of four people, of whom at least one shall be an Officer.
- 2.3 In the event of the absence of the Chair, the Vice-Chair will act in lieu. If the Vice-Chair is also absent, a Chair will be appointed from the Quorum, for that meeting only.
- 2.4 Unless there are exceptional circumstances, any Committee Member who is absent, continually excessively late or does not personally give prior notice of their absence from three consecutive meetings will be obliged to stand down.
- 2.5 Committee members shall advise the Chair if they are going to be late for a meeting and make every effort to be no more than 15 minutes late unless they have made prior arrangement, or there are exceptional circumstances.
- 2.6 All members of the Committee are to treat the public, each other, and the Associate Membership with trust, respect and courtesy at all times in both word, tone and action; and are to champion a safe environment at meetings where all can share their opinions without fear of reprisals.
- 2.7 If 2.6 is deemed by the Chair to be contravened by a Committee member, then a verbal warning will be given. If there should be a second incident, then the member will be asked to leave the meeting by the Chair and not return until they have satisfied the Committee that there will be no repeat occurrences.

3. **ELECTIONS**

- 3.1 Committee Members will be elected at the AGM of the Green Street Green Association.
- 3.2 Officers will be appointed from the Committee. A vote will be taken by the Associate membership if there is more than one candidate for any position.
- 3.3 The new Committee shall take office at the end of the Annual General Meeting.

4. **AGENDAS & MINUTES OF MEETINGS**

- 4.1 The Chair will agree an agenda and this will be circulated to all Committee Members at least two days prior to any meeting.
- 4.2 A record of all business transacted shall be kept by the Secretary or, in their absence, an appointed person, at all meetings and that

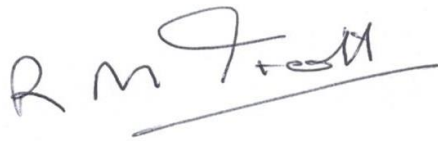
record shall be available to Associate Members of the Green Street Green Association in the Members' Area on the website** or by email on request.

- 4.3 Minutes will be published and circulated, after approval by the Chair, after a meeting.

5. **EVENTS & FLOATS**

- 5.1 The annual plan of the events, projects and activities and provisional expenditure for the Committee will be discussed and agreed with the Trustees in the last quarter of the preceding year (timing at the Chair's discretion).
- 5.2 Once agreed, the Trustees shall not interfere with the arrangements of these events, projects and activities, unless in exceptional circumstances.
- 5.3 A £200 float is to be made available for any minor expenses incurred for events, projects or activities. This is to be managed by the Chair unless an Events Committee lead is incumbent.

SIGNED:

A handwritten signature in black ink, appearing to read 'R M Frost', is written over a horizontal line.

(Chair of Trustees of the Green Street Green Association)

DATED: 11 May 2018
REVISED: 23 June 2019