

GUIDANCE NOTES

This document relates to S12 of the Constitution of the Willaston Residents' & Countryside Society ('the Society') as agreed at the Annual General Meeting held 26th October 2018.

The purpose of these guidance notes is to provide clarity on aspects of the Society's business as agreed by the Management Committee at the meeting held on 18th March 2019 (amended 20th May 2019).

- a) Management Committee members are requested to conduct themselves in a respectful and courteous manner.
- b) Management Committee members are not entitled to receive any payment from the Society, other than justifiable expenses, supported by original receipts.
- c) If an item is declared in advance as confidential, then any visitors will be requested by the Chair to leave the meeting and Management Committee members should not divulge details outside the meeting.
- d) Management Committee members should act on behalf of the Society only when agreed by the Management Committee. In doing so, it should be clear that they are representing the Society.
- e) Significant proposals to be voted on at the meeting should be proposed in advance of the meeting in writing and distributed to committee members before the meeting. The Chair and Secretary should determine what items are deemed as significant.

1. Officers

- a) The responsibilities of the Officers are:
 - o *Chair*: convening and chairing meetings; overseeing the operation of the Society; ensuring that the constitution and guidance notes are followed; providing a report to the AGM and representing the Society in the community.
 - o *Vice-Chair*: act in the absence of the Chair.
 - o *Secretary*: setting agendas and recording the minutes of meetings; receiving and replying to correspondence; data protection.
 - o *Treasurer*: keeping accounting records.
 - o *Planning Officer*: liaising with the Chester West and Cheshire Council (CWaC) planning department; responding to planning applications on behalf of the Society.
 - o *Footpaths Officer*: liaising with CWaC and other bodies in order to maintain and improve our footpaths and bridleways.
 - o *Publicity Officer*: keeping noticeboards up to date and managing the distribution of any paper-based publicity material.
 - o *Social Media Officer*: ensuring the Society has an effective social media presence.
- b) Any two Officers may approve any risk assessments undertaken for activities that the Society undertakes.
- c) The Secretary will agree how and if any correspondence is shared with other Management Committee members, taking into account any confidentiality issues.

2. Management of the Society– Sub committees

- a) The purpose of any sub-committee shall be determined by the Management Committee at the time each sub-committee is formed.

- b) The leader and members of each sub-committee shall be determined by the Management committee.
- c) Each sub-committee shall send a report to the Secretary in advance of each Management Committee meeting and at additional specific times if requested by two or more Management Committee members.
- d) The sub-committee shall seek prior approval from the Management Committee for anything outside its agreed remit.
- e) The financial arrangements of each sub-committee shall be established and managed by the Treasurer of the Society.
- f) The Chair/Vice-Chair, Secretary and Treasurer, who have the right to attend and participate in any sub-committee meeting, should be advised of the time/place in advance by the leader.

3. Finance

- a) The financial year of the Society is from 1st September to 31st August.
- b) All money raised by or on behalf of the Society shall be used solely for the purpose they were raised for and no other purpose.
- c) Cash and cheques held or transported by any member of the Society shall be in accordance with the insurance policy as provided by the Society's insurers, unless otherwise agreed by the Management Committee.

4. Decisions Made Between Meetings

- a) The Officers of the Society are responsible for day-to-day management, with all decisions made by Officers to be advised to the Management Committee at the next meeting.

5. Media

- a) Statements made to the media or other organisations on behalf of the Society should be made with the prior agreement of either the Chair, Vice-Chair or Secretary.

6. Complaints

- a) Complaints should be submitted in writing to the Secretary who will acknowledge receipt within 14 days. Summary details of any complaint will be provided at the next Management Committee meeting.
- b) The Management Committee may nominate three committee members who are not involved in the issue, to review and investigate the complaint and make a recommendation to the next Management Committee meeting.
- c) The Management Committee will only deal with complaints that relate directly to the activities of the Society and will not deal with neighbour or inter-personal complaints.

7. Suspension of a Management Committee Member

- a) Following investigation of a complaint (see 6) relating to a Management Committee member, any person's membership of the Management Committee may be suspended, by a 75% vote of committee members present at the Management Committee meeting. During the investigation, a Management Committee member may be suspended.

- b) At the meeting, the Management Committee member will have the right to state their case prior to the vote being taken.
- c) If an organisation representative is suspended, the Secretary will advise the appropriate organisation.
- d) The action of suspending a Committee Member should be reported at the subsequent Annual General Meeting. Any further action will be decided at the AGM.

Alteration of the Guidance Notes

These guidance notes can be altered by majority vote at a Management Committee meeting.