

ATTENDANCE AT MANAGEMENT MEETINGS

Regular timescale for meetings;

Have a clear agenda for each meeting in advance when possible;

Apologies should be sent if can't manage or will be late.

- Expected to attend at all allocated meetings;

Records to be kept of attendance at all meetings.

To be presented to the Management Group every 3 months;

Irregular attendance: Management Group will: i) investigate; ii)

Decide what action to take;

AIMS OF THE MANAGEMENT GROUP

Discuss and agree policies;
To make things run smoothly;
Help with problems;

Make Decisions;

Enforce decisions and policies – make sure they are put into practice;
Unite the Management Group and staff;

HOW:

Attend all management meetings;
Use common sense;
Listen, think about it;
Hold regular management meetings;
Keep the whole group informed – Members keep
Themselves informed;
Help with problems – offer support and advice – discuss
Together;
Keep accurate records;
Give clear remits to everybody concerned;
Share responsibility;

ROLE OF INDIVIDUALS ON THE MANAGEMENT GROUP

SUPPORT EACH OTHER – PATS ON THE BACK;

ACKNOWLEDGE THE WORK BEING DONE BY ALL
STAFF AND VOLUNTEERS;

TURN UP ON TIME FOR MEETINGS;

TRUST – BE OPEN AND TRUTHFUL AND BE SENSITIVE
TO OTHER PEOPLE’S VIEWS;

CONTRIBUTE TO ALL DISCUSSIONS;

SEEK CLARIFICATION OF ISSUES – INFORM
THEMSELVES;

STAND BY DECISIONS OF THE MANAGEMENT GROUP
WHETHER OR NOT YOU ATTEND THE MEETING;

REPORTS SHOULD ALWAYS BE GIVEN ON
MANAGEMENT GROUP DISCUSSIONS AND DECISIONS;

MANAGEMENT GROUP – CODE OF CONDUCT

The following list has been accepted by the Management Committee as their code of conduct. Any breach to this code by members of the management committee will be subject to the same disciplinary procedures outlined in the Project's Contract of Employment.

DON'T'S:

- Breach confidentiality.
- Acts of stealing/falsifying records/failing to keep proper records.
- Acts of negligence to property/equipment.
- Racist/sexist/sectarian/party politics/crude remarks.
- No gossip. No one in the Project should be discussed in a derogatory manner.
- No sarcasm, particularly in meetings.
- Miss management meetings.
- No football colours.

DO'S:

- Members of the management committee should know the policy and procedures of the project.
- Welcome newcomers to the building and include people as appropriate.
- **All issues** should be discussed at and any decisions made at management meetings.
- Treat people with respect.

ROLE OF THE CHAIRPERSON/VICE-CHAIRPERSON

- Keep order – firmly not nasty.
- Ensure agenda reflects the business of the committee.
- Ensure full discussion takes place - keep to the agenda.
- Control time – prioritise the agenda in consultation with the management group.
- Prepare the agenda with the executive committee.
- Know the Project’s Constitution and any other relevant procedures.
- Involve all members.
- Ensure the group’s agreement on decisions (check out round the table).
- Summarise what the options are within the discussion of the group.
- If meeting time is extended or business is ended this should be by agreement of the whole group. If no agreement the status quo will prevail.
- Start meetings on time.
- Identify action to be taken, who will carry it out within what timescale.
- If a vote does not have an overall majority – the chair will use their casting vote to retain the status quo. There will be no change.
- The chairperson will have two votes.

ROLE OF TREASURER

- To have a sound knowledge of the Project's finances;
- To know the financial policies at all times;
- To ensure checks on projects' spending/financial accounts are in place;
- To monitor finances to make sure that money spent is being kept in line with the project's objectives and within budget headings.
- To report recommendations and options for decisions to the management group.
- Ensure monthly finance statements are presented to the management group.

ROLE OF SECRETARY

- Co-ordinate and filter all correspondence and bring relevant items to the meeting of the Management Group.
- Co-ordinates response to correspondence in consultation with the Management Group.

PURPOSE OF MINUTES

For people absent from meetings;

Record of decisions/discussion;

Keep people informed e.g. all concerned staff;

Future reference – remind you of your own decisions;

Identifies who is responsible for carrying out decisions/tasks;

Consider colour co-ordinated written material;

Record of attendance/apologies;

Admin worker to record the discussions and decisions;

All members of the group responsible for accuracy;

PURPOSE OF AGENDAS

1. To get through business.
2. To keep order of the meeting.
3. To ensure nothing is forgotten.
4. Programme of forward planning.
5. To tell people what will be discussed – allowing preparation.
6. To ensure business discussed is within the remit of the meeting.
7. To control what is discussed, this can be positive – can also be used negatively.
8. Copy to everyone that the meeting would affect – members of the Management Group/others in attendance.
9. Circulated with previous minutes – all relevant reports.
10. Sent out Friday before the meeting.

ITEMS

- Chairperson's remarks – sets the scene and prioritises the meeting.
- Welcome/Introduction.
- Apologies/Present.
- Amendments to previous minutes.
- Minutes passed out and seconded.
- Work reports.

CO-ORDINATOR – CORE RESPONSIBILITY

Provide day-to-day management of staff and services;
Provide support and supervision to staff;
Maintain staff discipline;
Convene staff meetings;
Ensure support and supervision is provided for volunteers;
Monitor and evaluate services;
Plan and organise services;
Oversee the finance and resources of the centre;
Liase with other groups/departments/agencies;
Do not deliver services.

ROLE WITH THE MANAGEMENT GROUP

Staff link – Co-ordinator;
Provide information and advice on services;
Remind the Management Group of policies;
Make recommendations to Management Group on services and policies;
Assist the Management Group to manage the project;