

# **Hampshire Fostering Network: Constitution for Elected Officials and Governance of Meetings**

Adopted on the ..... 2018

## **1. Management of the Association:**

The association and its property will be administered and managed at all times in accordance with the provisions in Parts 1 and 2 of the constitution.

## **2. Meetings:**

- 2.1. The association will hold a member's meeting once every month, to be held as directed by the Chair.
- 2.2. The monthly meeting will be open to all members and invited members of Hampshire Children's Services, as directed by the Chair.
- 2.3. The Chair shall arrange management committee meetings as required
- 2.4. General meetings shall be chaired by the person who has been elected as Chair.
- 2.5. If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting, then the Vice Chair or a trustee nominated by the trustees shall chair the meeting.
- 2.6. If there is only one trustee present and willing to act, he or she shall chair the meeting.
- 2.7. If no trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, a committee member or members present and entitled to vote must choose one of their number to chair the meeting.
- 2.8. The Chair shall produce an agenda for each meeting.

## **3. Structure of Meetings:**

- 3.1. Meetings to start at 7.30pm and to finish at 9.00pm.
- 3.2. The Chair or person elected to chair will direct the meeting.
- 3.3. The meeting will run to the published agenda.
- 3.4. The meeting shall include reports from the Treasurer detailing the finances of the charity.
- 3.5. The meeting shall include reports from committee members as available.
- 3.6. Decisions at meetings shall be by consensus or by taking a vote from members present
- 3.7. All meetings to be minuted
- 3.8. Meetings to be advertised a month in advance of dates

## **4. The Secretary's Role:**

The Secretary shall:

- 4.1. Consult with the Chair regarding the Order of Business as detailed in the Agenda.
- 4.2. Circulate to all attending a copy of:
  - a. the Agenda
  - b. any papers to be discussed at the meeting
  - c. Minutes of the previous meeting
  - d. a copy of any information requested at the previous meeting is made available.
- 4.3. Ensure arrangements for meetings are met, to include booking the room, arranging for equipment and refreshments, organising facilities for those with special needs or requirements

- 4.4. Ensure meetings are properly organised and take minutes during the meeting
- 4.5. Present draft minutes to the committee for approval
- 4.6. Publish minutes of the previous meeting prior to the due date for the following meeting
- 4.7. Receive agenda items from other committee members
- 4.8. Check that a quorum is present
- 4.9. Promptly send any communications as directed by the committee or Chair.
- 4.10. Maintain effective records and administration
- 4.11. Ensure, in conjunction with the Chair and Vice Chair, that the charity complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and directors

## **5. The Chairperson's Role:**

The Chair shall:

- 5.1. Represent the Organisation as its figurehead
- 5.2. Co-ordinate the committee to ensure good management and governance of the Organisation
- 5.3. Direct and delegate committee members as required to the benefit of the Organisation
- 5.4. Ensure that the organisation's policies are applied
- 5.5. Plan and produce meeting agendas
- 5.6. Direct all meetings according to the Agenda
- 5.7. Allow full participation of all present at meetings
- 5.8. Ensure that the meeting runs to agreed timescales
- 5.9. Agree a date for the next meeting
- 5.10. Direct the policy of the Organisation as agreed at meetings
- 5.11. Ensure that decisions taken at meetings are agreed and carried out
- 5.12. Maintain the structure of the meeting by directing discussions
- 5.13. Ensure, in conjunction with the Secretary and Vice Chair, that the charity complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and directors

## **6. The Vice Chairperson's Role:**

The Vice Chairperson shall:

- 6.1. Support the Chairperson in their role
- 6.2. Deputise for the Chairperson if the Chairperson is unable to attend
- 6.3. Ensure that the Organisation's policies are applied
- 6.4. Ensure, in conjunction with the Chairperson and Secretary, that the charity complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and directors

## **7. The Treasurer's Role:**

The Treasurer shall:

- 7.1. Provide a financial report detailing the Organisation's financial position at each meeting
- 7.2. Be responsible to managing the Organisation's banking arrangements
- 7.3. Provide financial planning and produce an annual budget

7.4. Provide general financial oversight:

- a. to oversee and present budgets, accounts and financial statements.
- b. to liaise with designated staff about financial matters.
- c. to ensure that appropriate accounting procedures and controls are in place.
- d. to ensure compliance with relevant legislation e.g. Companies and Charity legislation.
- e. to ensure any recommendations of the auditors are implemented.
- f. to ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

7.5. Oversee financial planning and reporting:

- a. to present financial reports to the committee.
- b. to make a presentation of the accounts at the annual general meeting (AGM).
- c. to advise on the organisation's reserves policy and investment policy.
- d. to advise on the financial implications of the organisation's strategic and operational plans.
- e. to advise on the fundraising strategy of the organisation.
- f. to ensure that there is no conflict between any investment held and the aims and objects of the charity.

Adopted this day

2018 at the Hampshire Fostering Network AGM

**Signatures**

Chairman .....

Vice Chairman .....

Treasurer .....

Secretary .....