



## **Notes for Committee Members**

### **What we do in Committee**

#### **Introduction**

The committee manages the obligations, funds and activities of the Association. The committee meets as required by the business in hand, but there are usually 5 – 6 meetings a year.

Members of the Association are welcome to attend committee meetings to see how things are done, but by appointment only in order to avoid overcrowding and disruption of the business of a meeting.

#### **Constitution**

The Constitution is the document that defines the conduct and obligations of the Association: it contains Terms of Reference for Committee members. A copy can be read on the website, and all Committee members are advised to familiarise themselves with the document, including the Annexes.

The notes below supplement the Constitution. They are not intended to give a detailed modus operandi for the Committee – each Committee will develop its own way of working. They are not mandatory, but aim to give some general guidelines to Committee members.

#### **Documentation**

Where possible all documents should be in both French and English

The President issues a draft agenda before each Committee meeting, and committee members can suggest alterations or additions to the agenda.

After the meeting the Secretary produces the minutes, which are distributed to Committee members and also placed on the website.

Committee members wishing to raise topics in the meeting may, if they consider it advisable, circulate to all committee members an outline of their topic in advance of the meeting. This will enable Committee members to be properly prepared to discuss the matter at the meeting.

Documents (eg letters, notices etc) that are to be approved by the Committee should be circulated to Committee members before the relevant meeting. The meeting will then discuss the document and either approve it or call for further drafting work to be done. Once the drafting process is completed and the document is in its final form and approved

by the Committee it will be published by the agreed means.

### Collective Responsibility

Committee members are expected to respect decisions made by the Committee. Committee meetings can review previous decisions.

### Communications

Occasionally decisions will need to be made outside Committee meetings. The usual way of contacting member in this case will be by email, copied to all Committee members. To avoid an endless round of emails, only the very simplest of decisions can be taken this way. Any difficult or complex decisions should be decided at a committee meeting, specially called to discuss the issue if necessary.

### Budget and Events

The greatest call on the budget is for events. An events budget is agreed by the Committee at the start of the Financial Year and reviewed at intervals throughout the year.

Each event will have an Event Leader (EL) appointed. The EL should endeavour to keep the cost of the event within the allocated budget. The Committee decides the general outline of the event, but within this outline the EL has autonomy to decide on the detail of the event. However, there are several Committee members with considerable experience of running events and the EL should always feel able to ask for advice from these experts.

### Committee Procedure – Concerns

The Constitution details disciplinary procedures. However, at a less formal level, if any committee member is concerned at the actions of any committee member or Association member they should refer the matter to the President. If the complainant feels the outcome is not satisfactory the matter will be referred to the committee as a whole. Serious matters may require an exceptional meeting of the committee to be convened.