

Terms of Reference

1. Overview

This document sets out the responsibilities of the Meetings Committee of the HSP Support Group. The headline responsibilities of the committee are:

- Organising and running local/regional meetings for group members
- Ensuring that meeting coordinators have sufficient information/support to organise meetings
- Making sure that planned meetings are advertised to members
- Making sure that a short report of the meeting is written for inclusion in Newslink and to be put on the website.
- Sharing topics that members found interesting with other meeting coordinators so that important topics can be covered at multiple meetings
- Regularly reviewing the locations of members across the country and identify areas where it may be beneficial to hold more meetings
- Liaison with trustees/other committees as appropriate

2. Membership of the Committee

It is expected that all people who currently organise meetings would be on this committee. As a minimum, the committee must comprise at least two people, including a group trustee. There are two routes to joining the committee, either by asking to join or by invitation of those on the committee. If the committee is not sure about accepting a person onto the committee, they may discuss it with the trustees.

The group requires all committees to have at least one trustee within its membership, and this representation will be decided by the trustees.

Those on the committee will make appropriate decisions on allowing others to join the committee, taking into account relevant skills and the requirements of the committee, in particular:

- a) People with skills to organise local meetings for members
- b) People with skills to share best practice and useful information
- c) People with an interest in the committee

Membership of the committee is not time limited. The Chair of the committee should check with committee members that they wish to continue on the committee on an annual basis.

It is expected that committee members would be members of the Group.

3. Authority and Responsibility

Chair

The committee agrees from their membership a Chair person. The chair is responsible for;

- Organising any meetings held, including preparing agenda and recording minutes,
- Ensuring that actions and decisions are progressed,
- Ensuring that the committee's responsibilities are carried out,
- Keeping an accurate record of who is on the committee,
- Regularly reporting a summary of committee activity to the trustees on the committee for review/discussion at trustee meetings.

In order to ensure the business of the committee is carried out, the Chair may delegate specific responsibilities to other committee members.

Committee Members

The committee is authorised by the trustees to agree and carry out activities to fulfil the committee's responsibilities and business.

All committee members are responsible for carrying out their agreed activities in a timely manner. Where committee members encounter difficulties completing activities, they will seek assistance from other committee members.

Committee members must follow the Groups policies and procedures when undertaking committee business.

4. Meetings

Meetings are held as the committee deem them necessary and useful. The agenda is sent in advance of the meeting, and minutes indicating decisions and actions only are sent after the meeting.

Any committee member may put forward a matter for discussion at a meeting.

Once the matter has been discussed the decision will be made by majority agreement of those present at the meeting. If needed, the Chair has a casting vote.

Responsibilities for carrying out decisions are usually agreed at committee meetings and are recorded as actions in the minutes.

Committee meetings may be face-to-face or via electronic means, but this does not preclude other means in order to resolve any matters arising.

5. Committee Business

The main business of the committee is organising and running local/regional meetings for group members. Committee business is normally carried out outside committee meetings.

With prior agreement from the Chair, business can be undertaken without discussion at meetings. A record will be made by the chair of such decisions made, and reported at the next committee meeting.

Communication about committee business may be by any means in order to conduct activities.

The committee will liaise with:

- the treasurer as needed on repayment of expenses incurred for meetings
- the treasurer as needed on accounting for any monies raised at meetings
- the membership committee to ensure members are notified about meetings
- the membership committee to identify areas where members live and meetings are not held
- the newsletter committee to ensure reports of meetings are included in the newsletter

The committee has the responsibility to implement decisions made by the Group Trustees.

6. Resources and Budget

HSP Support Group funds may be used to support fundraising activities, including room hire costs and expenses incurred by speakers. Expenses in line with the group expenses policy do not need prior approval from the trustees.

XXX – ??include cost limits for rooms/refreshments here or include in expenses policy?? - XXX

Costs for meetings outside of the groups expenses policy must be agreed with the trustees in advance.

7. Meeting Guidelines and Meeting Locations

The committee should identify areas where there are members living where meetings do not currently happen, and seek out opportunities for new meeting locations. Trustees are happy to be involved with attending initial meetings at new locations in order to get the meeting established.

Group meetings can be face-to-face or may be virtual.

The committee has responsibility for the groups meeting organisation guidelines, which should be used as a guideline for meetings. The committee may alter these guidelines as needed to reflect emerging practice.

8. Deliverables

The committee will deliver:

- A programme of group meetings at agreed locations across the country.
- An annual meetings report for the Groups AGM.

9. Review

These terms of reference can be modified at any time by the Trustees or by the committee members at a committee meeting. Changes to the terms of reference must be agreed by the trustees.

Adam Lawrence

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