

Sanday Development Trust

enhancing quality of life



Kettletoft Regeneration Project

Build Sub-Group - Terms of Reference

The Build Group is a subcommittee of the Sanday Development Trust. The board of directors of the Sanday Development Trust are ultimately responsible for all activities of the Build Group.

1. Membership

Chair
Vice chair
Other members

There must be at least one director of the Sanday Development Trust in the group. Other members could include:

- ◆ Other directors of the Trust
- ◆ Trust staff
- ◆ Members of the Trust
- ◆ Other local people
- ◆ Representatives of local organisations
- ◆ Representatives of partner agencies
- ◆ Local councillors

All members of the subcommittee, except the Project Coordinator (PC) and the Projects and Grants Officer (PGO), will be volunteers and subject to policies created by the Development Trust in relation to volunteers.

An individual with a particular interest in the regeneration of Kettletoft should take the lead role within the subcommittee. This person does not necessarily have to be a director of the Trust. The workload can be varied to suit individual time availability and expertise.

2. Appointment of Subcommittee

Following the Annual General Meeting (AGM) each year, the board of directors shall appoint a nominated director to the group who will undertake this role until the next AGM. This director shall be responsible for reporting to the full board of directors on a regular basis and for ensuring that minutes of meetings are forwarded to the Administration and Finance Officer (AFO) for circulation to the full board.

Other members will be appointed by agreement with the board of directors. When appointing members account should be taken of the need for specific roles to be filled.

3. Frequency of Meetings

The subcommittee shall meet as required and not less than four times in a year. A quorum at each meeting shall be three members of the subcommittee.

4. Recording of Meetings

The subcommittee shall ensure that an agreed written record of each of their meetings is forwarded for receipt at the

next ordinary meeting of the full board of directors and for inclusion on the Trust's website. A Minute of the meeting will also be forwarded to the Projects and Grants Officer (PGO) at the earliest opportunity to ensure the officer is closely informed of progress. The subcommittee may wish to appoint a secretary to undertake this role.

5. Staff Attendance

The PC will attend the majority of meetings. Other staff, in particular the PGO, will provide a resource for the group but are not expected to attend every meeting or undertake the lead role. The PGO has overall responsibility for coordinating all funding applications and will provide assistance in this regard to the PC and group. The PGO will share with the group details of any funding available that the group may not be aware of.

6. Role and Purpose of the Subcommittee

- 6.1 Assist the PC in overseeing the regeneration of properties at Kettletoft, Sanday.
- 6.2 Assist the PC/PGO to identify and prepare funding applications.
- 6.3 Undertake fundraising to support the regeneration of Kettletoft
- 6.4 Assist with promotion of the project and new developments

7. Powers

- 7.1 To appoint members to the subcommittee subject to sections 1 and 2 above, 'Membership' and 'Appointment of the subcommittee'.
- 7.2 To authorise spending within the agreed project budget or Trust budget.
- 7.3 To authorise additional spending as follows:
 - i. Up to £250
 - ii. £250 to £500 with the approval of the Chairman and Treasurer
 - iii. Over £500 with the approval of the Board of Directors
- 7.4 To make decisions by email without a meeting, when such a decision is unanimous. The outcome of the decision must be communicated to all members of the group and be minuted at the next meeting.