

Sanday Development Trust
enhancing quality of life



Reuse and Recycling Group - Terms of Reference

The reuse and recycling 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 reuse and recycling group

1. Membership

Chair
Vice chair
Secretary
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
- ◆ Members of the Trust
- ◆ Other local people
- ◆ Representatives of local organisations
- ◆ Representatives of partner agencies
- ◆ Local councillors

All members of the subcommittee will be volunteers and subject to policies created by the Development Trust in relation to volunteers.

An individual with a particular interest in recycling issues 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.

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

Staff 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 any funding applications and will provide any assistance in this regard. 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 Run the reuse shop on Sunday

6.2 Raise funds to contribute towards the work of the Trust

6.2 Work with the PGO and the board of the Trust to develop proposals for furthering recycling on Sunday

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 incur necessary expenditure from the reuse and recycling budget in line with agreed spending limits, as detailed in the directors' handbook.