

Sanday Development Trust

enhancing quality of life



Sanday Surgery Group - Terms of Reference

The Sanday Surgery 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 Sanday Surgery Group.

1. Membership

There must be at least one director of the Sanday Development Trust in the group. Other members would normally be post holding medical staff from the Sanday Surgery (ie not locums).

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. The group will appoint other subcommittee members.

3. Meetings

The subcommittee shall meet, or communicate by e-mail, as required.

All decisions must include the Development Trust director, who will inform the Administration and Finance Officer, in order to ensure full financial records.

4. Development Trust Staff

Sanday Development Trust 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.

5. Role and Purpose of the Subcommittee

To use money donated to the Trust for the Sanday Surgery to:

- i. purchase equipment or training for emergency, preventative or other medical care on Sanday.
- ii. on occasion, fund superficial aspects of the upkeep of Flebister (eg painting a room), these to be decided on a case by case basis and depending on money available.

6. Powers

6.1 To appoint members to the subcommittee subject to sections 1 and 2 above, 'Membership' and 'Appointment of subcommittee'.

6.2 To purchase items as described in 5 above, subject to 6.3 below.

6.3 To spend up to £500 without consultation with the full board of directors.

6.4 To order items from companies with whom the Trust has an account or to purchase direct and follow the Trust's reimbursement procedure, subject to 6.2 and 6.3 above.

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