Annual General Meeting

Members Pack

Inspiring Communities Together

2022

***Annual General Meeting: 5.30pm – 6.00pm***

***Wednesday 21st September 2022***

***Salford Innovation Forum***

**Thank you for your interest**

Thank you for taking the time to become a member of Inspiring Communities Together. This information pack has been produced to help members understand the role and opportunities available to them as part of our Annual General Meeting.

This year as part of your membership of Inspiring Communities Together you are invited to:

* **Submit an application to stand as a Trustee**
* **Submit any motions for consideration at the AGM – these will be reviewed by the Board of Trustees prior to the AGM to ensure they are *Properly proposed, are lawful and not defamatory, frivolous or vexatious.***
* **As a member you can attend the AGM and take part in the vote on the resolutions and election of Trustees – *only current members can vote at the AGM – any new applications for membership will be consider at the Board meeting following the AGM***
* **If you are unable to attend the AGM but wish to take part in the vote you may appoint another member as a proxy to exercise your rights at the AGM**

This pack provides you with:

* some information about the work the Board of Trustees and Staff carry out on behalf of the membership
* Dates of when forms need to be submitted and how this should happen
* Forms which should be used if you wish to take part in any of the above opportunities

If you would like to use your membership role to help shape the organisation and you have a passion to make the area a great place to live and work then, please take the time to read this information pack and complete the relevant documents –

***Please make sure you take note of the dates set as any paperwork received after these dates can-not be accepted.***

***ALL CORRESPONDENCE WILL TAKE PLACE VIA ELECTRONIC MEANS***

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**Mike Duddy**

**Chair Inspiring Communities Together**

**Inspiring Communities Together**

**MEMBERSHIP NOTICE OF ANNUAL GENERAL MEETING**

**Inspiring Communities Together will be holding their AGM**

**Date: Wednesday 21st September 2022**

**Time: 5.30pm – 6.00pm**

Please see the information contained in this member information pack for details of how you can be involved in the AGM.

**Important dates and times**

|  |  |
| --- | --- |
| Completed application forms to stand as a Trustee | 5.00pm Friday 12th August 2022[membership application pack](https://www.inspiringcommunitiestogether.co.uk/wp-content/uploads/2018/09/membership-application-pack-August-2018.docx) |
| Deadline for submitting any motions for consideration at the AGM | 12.00pm Friday 12th August 2022 |
| Deadline for proxy voting | 5.00pm Monday 19th September 2022 |
| The Agenda and paperwork for the AGM will be issued on or prior to: | Monday 5th September 2022 |
| The AGM will take place | 5.30pm Wednesday 21st September 2022 |

**ICT – Who we are**

**Vision, Mission, Organisational Objectives and Values**

**Vision –** A place where everyone has the opportunity to achieve their full potential and participate in making a positive difference to their neighbourhood

**Mission** – We will achieve  positive outcomes for local people based on the knowledge understanding and information that the community have about their area, through empowering individuals and groups to release their potential to develop their own solutions.

**Values –**

* We will be accountable to and representative of the local community
* We will be innovative and provide value for money  in our approach to deliver of every- thing we do
* We will value all volunteers, staff and members of the organisation

**Charitable objectives of Inspiring Communities Together –**

* To develop the capacity and skills of those who are socially and economically disadvantaged by working with individuals and groups who live or work within the neighbourhood of Charlestown and Lower Kersal and neighbouring districts.
* To work with individuals and groups within these neighbourhoods to help them to make a difference locally.

***Result can be seen in our annual report which is available:***

* On request as a printed document - copies are also located in community
* On our website <https://www.inspiringcommunitiestogether.co.uk/>

**Standing as a Trustee**

Every year as part of our Annual General Meeting the members have the opportunity to elect two Trustees from the membership.

Inspiring Communities Together are keen to support local residents or people who work either in a paid or voluntary role in Salford but will also be happy to accept applications from across Greater Manchester for individuals with a passion to make Salford a great place to live and work. The Board are now looking for nominations for two Elected Trustees (that is Trustees who are elected by the membership) and wish to recruit people with the either of the following skills:

Treasurer

General interest any element of our work

All nominated trustee roles are only open to people who are members of Inspiring Communities Together prior to the election process starting. If you are not already a member then please download the [application pack](https://www.inspiringcommunitiestogether.co.uk/wp-content/uploads/2018/09/membership-application-pack-August-2018.docx) and submit your application before Friday 12th August 2022.

If you would like to use your membership role to help shape the organisation at a Board level and you have a passion to make the area a great place to live and work then, please take the time to read this information pack and complete the relevant documents – ***Please make sure you take note of the dates as any paperwork received after these dates cannot be accepted.***

You will receive an email acknowledgement of your completed application form.

Anyone submitting a CV or not completing the application form correctly will not be considered.

**Our staff team are working in a blended way and therefore all correspondence will need to be carried out via electronic means. If you have any questions about the application process, please contact:** office@inspiringcommunitiestogether.co.uk

Yours sincerely

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Mike Duddy

Chair Inspiring Communities Together

***Applications for Trustee roles should be received by email no later than 5.00pm Friday 12th August 2022***

***Completed applications should be returned to:*** ***office@inspiringcommunitiestogether.co.uk***

***and marked Trustee application 2022 in the subject heading***

**Recruitment Process**

Inspiring Communities Together Trustees are now looking to recruit **two** Elected Trustees for the Board of Inspiring Communities Together. The trustees are looking to recruit people with the following skills:

* ***Treasurer***
* **General interest any element of our work**

**What do I need to do if I wish to apply for a position as an Elected Trustee**

Anyone interested in applying for one of the Elected Trustee positions must also be a member of the organisation as at 12th August 2022.

Complete an application form showing how they meet the skills outlined.

All applications for trustees will be considered by the Appointments and Remuneration Sub Group to ensure they meet the key skills required by the Board.

All applications will be notified in writing prior to the date of the Annual General Meeting of the decision of the Board:

* Any application not considered to have met the skills required will be provide with details in writing of why their application was not successful – there is no appeals process but applicants will not be excluded from applying for further trustee roles as they become available.
* All applications considered by the Board to meet the skills required will have a statement submitted to the members setting out how they meet the skills required (taken from their application).
* Applicants will be expected to attend the AGM where the membership will vote. Applicants for the vacant positions will also be able to vote.

At the Annual General meeting on **Wednesday 21st September 2022** anyone who is a member of the organisation will be entitled to vote – one member one vote (members cannot transfer their voting rights to another person but can elected another member to act as proxy on their behalf)

***The applicant who receives the most votes will be elected to the vacant trustee position/s for a period of three years.***

**The Role of the Board**

The Board takes on the ultimate legal and financial responsibility for all the activities of the organisation. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations.

|  |
| --- |
| **Leadership and strategic direction** |
| * To be committed to the vision, mission and values of the organisation.
* To provide strategic direction, including agreeing and monitoring strategic plans.
* To keep informed of the activities of the organisation and the wider issues that affect its work.
* To ensure the work of the organisation is monitored and evaluated.
 |
| **Committee meetings** |
| * To ensure that all paperwork received is read prior to the meeting to enable informed discussion to take place at the meeting
* To ensure that the organisation makes timely decisions
* To take an active role in Board meetings
* To take an active role in sub groups when required
 |
| **Accountability** |
| * To ensure the organisation complies with its governing document (e.g. constitution).
* To ensure the organisation keeps to the law
* To ensure the organisation makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
* To ensure that risks to the organisation, staff, volunteers and service users are at an acceptable level and are effectively managed.
* To be accountable to membership, funders and other stakeholders.
 |
| **Performance** |
| * To understand the financial position of the organisation.
* Ensure that the organisation maintains full and accurate accounting records for each financial period.
* To ensure adequate financial resources for the organisation.
* To contribute to fundraising strategies.
* To ensure the organisation is properly insured against all reasonable liabilities.
* To ensure the organisation is a responsible employer and adheres to legislation.
 |
| **Support and development** |
| * To provide support and advice to the CEO as appropriate and ensure effective liaison and continuity of communication on developments occurring between committee meetings
* To ensure that the development needs of individual members and the organisation are identified and met
* To take an active role in any learning and development opportunities which may arise and feed back to others within the organisation
 |
| **Communication**  |
| * To ensure effective communication with all partners
* Promote and ensure health and safety throughout the organisation
* Promote and ensure equity and diversity across the organisation.
* Ensure that all statutory documents are prepared and filed with the appropriate regulatory body as and when required.
 |

**Skills we are looking for**

This is your opportunity to show how you can support Inspiring Communities Together Board of Trustees to carry out their duties. When completing the application form you should consider the skills and experience we are looking for as outlined below:

**Specific**

|  |  |
| --- | --- |
| **Treasurer** | **General Trustee**  |
| * Be assured that the financial resources of the organisation meet its present and future needs
* Ensure that the Inspiring Communities Together has an appropriate reserves policy
* Prepare and present financial reports to the Board
* Ensure that appropriate accounting procedures and controls are in place
 | * Commitment to the organisation
* Willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgement
 |

**Experience and knowledge**

* Experience of working effectively as a member of a developing organisation
* Experience of one or more of these key areas: Business planning; community; finance; governance; law; marketing; organisational development; regeneration; service quality and delivery; innovation
* Track record of achieving with evidence of embedding cultural and organisational values successfully and delivering improved outcomes in quality, performance and service
* Experience of dealing with a range of complex issues within neighbourhoods
* Experience of enhancing the reputation of an organisation
* Experience of successful initiation and facilitation of strategic partnership working

**Abilities and personal qualities**

* Innovative and entrepreneurial with strong service focused approach, exceptional communication, interpersonal, negotiating and influencing skills
* Ability to think and act strategically and to articulate a clear sense of direction and vision to a wide and diverse audience
* Ability to build effective relationships with a range of partners
* Demonstrable leadership and ambassadorial skills with an ability to demonstrate flexible leadership style – consensual and participative but decisive when warranted
* Ability to act honestly, reasonably and with integrity
* Active commitment to equality and diversity
* Commitment to promoting the core values of the organisation
* Able to contribute 4-6 hours per month to attending meetings and contribute

All information provided in the application form will be used only for the purposes of selection to be a Trustee of Inspiring Communities Together.

***Remember you need to be a member of Inspiring Communities Together to apply for an elected trustee position***.

**Application Form - Trustee**

|  |
| --- |
| **About you** |
| Title |  |
| Surname |  |
| First name |  |
| Home Address including postcode |  |
| Telephone Number | Home  |  |
| Mobile |  |
| Email Address |  |
| **Personal circumstances** |
| Do you consider yourself to have a disability? |
| Yes |  | No |  |
| If yes, please tell us if there is any particular support that we can provide to help you to either apply for or carry out this role |
|  |
| Do you have any caring duties? | Yes |  | No |  |
| If yes, please tell us if there is any particular support that we can provide to help you to carry out this role |
|  |
| **Application Form** |
| **Please indicate against each relevant area if this is your Principle skill, by writing ‘P’, or a secondary skill where you have experience, by writing ‘S’.** |
| Which of the following skills or experience could you bring to the Board? | **Skills** | **P/S** | **Skills** | **P/S** |
| Human Resources |  | Business Management |  |
| Financial / Accounting |  | Marketing / P.R/social media |  |
| Fund Raising |  | Organisational development |  |
| Governance |  | Cultural |  |
| Regeneration  |  | innovation |  |
| service quality and delivery |  | Law |  |
| Other |  | Knowledge of Community |  |
| **The Person Specification outlines the key skills we seek in a potential Trustee. Please outline below how you think your own skills and experience would enable you to fulfil the role of a Trustee as set out in the skills required above.** |
| **Commitment to principles of Inspiring Communities Together (100 words)** |
|  |
| **Specific skills (200 words) please tick one** |  |
| **Treasurer** |  |
| **General Trustee** |  |
|  |
| **Experience and knowledge (200 words)** |
|  |
| **Abilities and personal qualities (200 words)** |
|  |
|  |
| Are you an Elected Member or employee of any Local Authority, or have you been an Elected Member of any Local Authority within the last 4 years. If so, please give details. (Note: the expression “local authority” is defined in Section 67(3) of the Local Government & Housing Act 1989).  |
| Yes – please provide details |  | No |  |
| Please give details of two people who would be willing to support your application  |
| **Name:** | **Name:**  |
| **Address:** | **Address:** |
| **Email:** | **Email:** |
| **Telephone number:** | **Telephone number:** |
| **Declaration** |
| Please read the following statement. If you wish to proceed with your application please sign and date this form. E signatures are acceptable.**DATA PROTECTION CONSENT**In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the information will be destroyed after twelve months. In addition, it will be held on a database and used for equal opportunities monitoring purposes. Details of how you meet the criteria and the skills you have will be transferred onto a computer and provided to all members of ICT to enable them to make an informed decision at the vote.**I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements and for the basis of compiling correspondence and to assist Inspiring Communities Together in equal opportunities monitoring in respect of Trustee applications.**I agree that Inspiring Communities Together has the right to validate any of the information provided. |
| **DECLARATION OF ELIGIBILITY TO BECOME A CHARITABLE TRUSTEE**I declare that I am not disqualified from acting as a charity trustee and that (please tick to confirm and agree each statement below): |
|  | Yes | No |
| I am not incapable of acting by reason of mental disorder within the meaning of the Mental Health Act 1983. |  |  |
| I do not have an unspent conviction relating to any offence involving deception or dishonesty. **Because of the nature of the role you are applying for, you are required by the Rehabilitation of Offenders Act 1974 to declare all criminal convictions including those which are spent. Please detail therefore any such convictions in the space below** **(A conviction will not necessarily be a bar to obtaining a position with this organisation)** |  |  |
| I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors. |  |  |
| I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(b) of the Insolvency Act 1986. |  |  |
| I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body. |  |  |
| I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000. |  |  |
| I am not disqualified under the Protection of Vulnerable Adults List. |  |  |
| I have read and understand the information contained in the recruitment pack |  |  |
| The information supplied by me in this application is correctIf elected, I am happy to observe the relevant obligations and rules and act in good faith and in the interests of Inspiring communities Together |  |  |
| Signed | Date |

**For office use:**

|  |  |
| --- | --- |
| Received by ICT – Name |  |
| Date received by ICT |  |

**Submitting a motion to the membership**

**Q. how do I submit a motion for consideration at the AGM?**

A. Members motions should be submitted using the form below. All motions will be considered by the Board of Trustees prior to the AGM to ensure the motion is:

* Properly proposed
* It is lawful
* It is not defamatory, frivolous or vexatious.

Q. **How will the motion be presented at the AGM?**

A. Any one submitting a motion will need to attend the AGM and present their motion to the membership. Time will be allocated at the AGM for a member discussion on the motion prior to the vote being taken.

**Q. How do members taking ordinary decisions by vote?**

A. Any decision of the members of the organisation may be taken by means of a resolution at a general meeting. All resolutions should be submitted in advance using the form below. Such a resolution may be passed by a simple majority of votes cast at the meeting including proxy votes.

**Q. Are there any decisions which must be taken in a particular way?**

**A.** There are some decisions which our constitution states should be carried out in a particular way these are: removal of a trustee, amends the constitution, winding up or dissolve the organisation, any decision to amalgamate or transfer the undertaking of the organisation to one or more other Charity. Further details about how these decisions should be taken are set out in the constitution. An E copy of which can be provided on request.

**Q. When will the members be made aware of any resolutions made by the membership?**

A. The agenda, minutes of the last AGM, any resolutions, proxy vote cards and nominations for Trustees positions will be sent out to all members by Monday 5th September 2022

**Motions Form for AGM**

**Inspiring Communities Together**

**September 2022**

***Remember you need to be a member to submit a motion***.

**All motions need to be received by 12.00pm Friday 26th August 2022**

**Applications for submission of motions must be made by email:**

|  |  |  |
| --- | --- | --- |
| Email | Subject heading should state: Members motion for September 2022 AGMContent of motion should be set out in line with the form below | office@inspiringcommunitiestogether.co.uk  |

|  |  |  |
| --- | --- | --- |
| Motion | Details of motion- please make your motion clear in no more than 200 words | Best interest of the organisation – please provide details of how you feel this motion would be in the best interest of the organisation |
| Resolution 1 |  |
| It is resolved that from 21st September 2022 that: |  |  |
| Motion submitted by: |
| Name: |  | Date: |  |

**For office use:**

|  |  |
| --- | --- |
| Received by ICT -Name |  |
| Received by ICT - Date |  |

**Proxy Voting**

**Appoint another person as a proxy to exercise your rights at the AGM including voting**

Any member of Inspiring Communities Together may appoint another person as a proxy to exercise all or any of that member’s rights to attend, speak and vote at a general meeting of Inspiring Communities Together.

**Q. How do I nominate someone to act as a proxy for me at the AGM?**

A. Proxies must be appointed by a notice in writing (a “proxy notice”) which:

1. states the name and address of the member appointing the proxy;
2. identifies the person appointed to be that member’s proxy and the general meeting in relation to which that person is appointed;
3. is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as Inspiring Communities Together may determine; and
4. is delivered to Inspiring Communities Together in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.

Q. **What if as a member I decided to attend the AGM myself?**

1. A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to Inspiring Communities Together by or on behalf of that member.

An appointment under a proxy notice may be revoked by delivering to Inspiring Communities Together a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates

If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member’s behalf had authority to do so.

**Q. How do I submit an application to appoint another person as a proxy at the AGM?**

A. A proxy notice will be issued along with the agenda and needs to be submitted to the office of Inspiring Communities Together by email with an electronic signature by: **5.00pm Monday 19th September 2022**

**E mail:** **Office@inspiringcommunitiestogether.co.uk**