



Northowram Scarecrow Event

Aims, Objectives and Membership

Version 11 – April 2024

Next Review date April 2027

AIMS & OBJECTIVES

The aim of Northowram Scarecrow Event is:

- to enhance a sense of community in the village
- to utilise monies raised during the event to benefit the community by supporting small local projects

The objective is to:

- raise the profile of Northowram village
- organise an annual community event that promotes inclusion of all the residents, businesses, churches, and community groups in the village which benefits the whole community.

TRUSTEES

The Northowram Scarecrow Event will have 3 elected Trustees. They will play a key role in making sure the Northowram Scarecrow Event stays true to its aims & objectives and it carries out its purposes for the benefit of the community and complies with its governing document. The Trustees will ensure resources are managed responsibly and the Northowram Scarecrow Event is accountable.

COMMITTEE MEMBERSHIP

The committee will have a minimum of 12 members up to a maximum of 15, and membership is drawn from local businesses, community groups and residents. It is expected that fully elected committee members attend as many meetings as possible throughout the year to ensure continuity of the events planning process. Committee attendance will be reviewed every 6 months. If a committee member is unable to commit to attending meetings regularly their voting rights will be rescinded.

In addition, there can be an unlimited number of volunteers. Volunteers input, and support is invaluable, and they are welcome to all meetings, however there is no obligation to attend meetings. All Committee members (maximum 15) will have a right to vote at the AGM.

The Committee has five key officers, Chair, Vice Chair, 2 x Treasurers and Secretary (see Roles and Responsibility document for detailed outline of roles)

The Treasurer's role is jointly held by two people to ensure checks and balances are in place. In addition, there are several other lead roles which are key to the smooth running of the annual event, and which ensure community wide inclusion, namely:

- Minutes Secretary

- Tombola co-ordinator
- Local Authority Link
- Risk Assessment/Health & Safety Lead
- Fundraising Co-ordinator & Business Link

All members representing community groups/churches/school will have an obligation to feedback to those groups on progress and decisions made.

The Term of office for 'Officers roles' will be three years. Those standing for re-election and nominations for replacement officers will be accepted and voted on at the AGM. All members standing for election for an Officers role must have been a member of the committee or worked with the committee as a volunteer for a minimum of one year. In the event of an officer vacating their post mid-term, an Extraordinary General Meeting [EGM] will be called to nominate and vote in a replacement officer. The new officers' three-year term will run from the next AGM.

In the event of the dissolution of the committee, any assets remaining after any debts and liabilities have been paid will be divided equally between:

- Northowram Community Centre
- Overgate Hospice
- Northowram Sports & Activities Club

Should one or more of the beneficiaries no longer exist monies will be divided/awarded to the remaining organisations.

MEETINGS

The committee will meet monthly throughout the year except in December and weekly in April in the run up to the annual event held on May Day Bank Holiday each year. All dates to be published within the minutes of each meeting, which in turn are on the website, but dates may be subject to change.

Minutes are taken for all meetings and published on www.northowramscarecrows.co.uk

Voting at meetings shall be by simple majority. In the event of a tie, the Chair shall have a second and casting vote. The quorum shall be 50% of the minimum membership (i.e. 6 votes). In the event of less than 6 members being present at a meeting, discussions can be held, and recommendations made to the next committee meeting, but no decisions can be made.

FINANCE

Northowram Scarecrows bank account holds all monies. The account requires two signatures (both Treasurers to perform this role).

The accounts will be audited annually and reported on to the AGM.

A separate Bids Sub-Group has been established to review/evaluate bids, for funding from monies raised, against a pre-set criterion. All applications for funding to be received by 30th June of each year. This group will meet once a year in July; their recommendations must be ratified by the Committee at the next ordinary meeting, with outcomes being delivered in August and published at the AGM.

ANNUAL GENERAL MEETING

An annual general meeting will be held each year on the 1st or 2nd Wednesday in September.

AGM business to include:

- Reports from the Chair and Finance.
- Suggestions will be collected from those attending, to be considered by the committee at future meetings.

The Annual General Meeting will be the final meeting of the business year and all new members and officers' roles will be voted on at the AGM. A current list of Committee members and officers is published on the website at www.northowramscarecrows.co.uk.

Signed

Peter Caffrey (Acting Chair – NSE)

A handwritten signature in black ink, appearing to read 'Peter Caffrey', is shown within a light gray rectangular box.