



traditional arts support in the community  
registered charity 1042144

CONSTITUTION & POLICIES  
As at 1st March 2017

Constitution .....	02
Policies.....	05
Equal opportunities.....	05
Access Action Plan.....	06
Protection of children & vulnerable adults.....	07
Recruitment of people with a criminal record..	09
Secure storage, handling, use, retention and disposal of disclosures and disclosure information .....	10
Welsh language policy & action plan.....	12
Procurement Policy .....	14
Project Development Protocol.....	15
Environmental Policy .....	17
Notes on AGM Proceedings .....	18

# *Constitution*

---

**ADOPTED 29TH MAY 1994, REVISED 23RD SEPTEMBER 2003**

## 1. NAME

The Association shall be known as Traditional Arts Support in the Community (TASC), hereinafter referred to as the Association.

## 2. OBJECTS & POWERS

2.1. Objects. The objects of the association shall be to promote the use of Traditional and tradition-based Arts in the Community by programmes designed to increase participation and raise standards.

2.2. Powers. In furtherance of the above objects but not further or otherwise the association may:

- i) promote and organise in co-operation with others achievements of the same locally, nationally or internationally.
- ii) promote and carry out or assist in promoting or carrying out research, surveys and investigations and publish the results thereof.
- iii) collect and disseminate information on all matters affecting above purposes and exchange such information with other bodies for similar purposes.
- iv) undertake, execute, manage or assist any charitable trusts which may lawfully be undertaken, managed or assisted by the association.
- v) procure to be written and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets or other documents or films or any electronic or recording media as shall further the above purposes.
- vi) accept gifts and borrow or raise money for the purposes of the Association on such terms and on such security as shall be thought fit.
- vii) procure contributions to the Association by personal or written appeals, public meetings or otherwise.
- viii) invest the moneys of the Association not immediately required for its purposes in or upon such investments, securities or properties as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
- ix) do all such other things as shall be conducive to the attainment of the objects of the association.

## 3. MEMBERSHIP

Membership of the association shall be:

- a) Individual membership open to all inhabitants within the area of the association who wish to support the aims and objects of the Association and who agree to subscribe an affiliation fee as prescribed from time to time by the Association.
- b) Membership of societies and clubs who have as their objects those similar to that of the Association and who agree to subscribe to an affiliation fee as proscribed from time to time by the Association.
- c) The Management Committee shall have the right to refuse membership to any applicant.

#### 4. MANAGEMENT COMMITTEE

The general management of the Association's affairs shall be vested in a Management Committee. The maximum number of members shall be ten, made up as follows:-

4.1 A maximum of eight and a minimum of four drawn from individual or group members of the society elected at the Annual General Meeting (hereinafter referred to as AGM).

4.2. The Management Committee shall have the power to co-opt not more than two members to serve until the re-election of the new Management Committee at the next AGM

4.3 Elected trustees shall serve for three years, and one third of the trustees shall retire each year. Retiring trustees shall be eligible for re-election.<sup>1</sup>

#### 5. CHAIR AND VICE CHAIR

The Management Committee at its first meeting each year after the AGM shall appoint a Chair and Vice Chair. The Chair and Vice Chair shall hold office during the pleasure of the Management Committee and shall be respectively eligible for re-election and to hold office for a maximum period of three continuous years. Casual vacancies shall be filled when convenient. The Chair shall take the chair of the Management Committee whenever he is present. The Vice Chair shall perform the duties of the Chair in his absence. If at any meeting the Chair and Vice Chair are absent the meeting shall proceed to elect a Chair from among their own number.

#### 6. FUNCTIONS OF THE MANAGEMENT COMMITTEE

The Management Committee shall carry out the policies of the Association and, subject to any conditions imposed or directions given from time to time by the Association, provide for the day to day conduct, administration, management and control of the affairs of the Association. At its first meeting after the AGM the Management Committee shall nominate an Honorary Treasurer and an Honorary Secretary who shall hold office until the first meeting of the Management Committee following the next AGM

#### 7. SUB COMMITTEES

The Management Committee shall have the power to appoint subcommittees which may include persons not members of the association. They shall have the power:-

- i) To delegate any of their functions to such sub committees.
- ii) To make rules for the transaction of their business
- iii) To dissolve such sub committees as appropriate.

#### 8. OFFICERS

8.1. There may be a President and such number of Vice Presidents as shall from time to time be determined by the Association and Honorary Auditor or Honorary Auditors, all of whom shall be elected at the AGM in each year and shall respectively be eligible for re-election.

8.2. The President if any shall take the Chair at all meetings of the Association where he is present.

#### 9. ANNUAL GENERAL MEETING

There shall be an Annual General Meeting of the Association held within each calendar year. The Honorary Secretary of the association shall give each member no

---

<sup>1</sup> Resolution passed at the AGM 2010

less than 21 clear days notice of the date time and place of such meeting. In addition public notice of every Annual General Meeting shall be given at least fourteen days before the date thereof by affixing a notice to some conspicuous place in the area of benefit and by such other methods as the convenors see fit.

10. EXTRAORDINARY GENERAL MEETINGS

10.1. Extraordinary General Meetings of the Association, of which not less than 14 clear days notice shall be given to each subscribing club and to every subscribing member, stating the object of the meeting, may be called at any time by decision of the Management Committee, and also if requested in writing by not less than five members of the association, and shall be called by the Honorary Secretary in accordance with the procedure laid down in clause 9 above.

10.2. No other business shall be transacted at such meetings.

11. VOTING

11.1. at meetings of the Association, Management Committee or any sub committee, every question shall be determined by a show of hands except in any case in which not less than one third of the adult persons present demand a ballot when the voting on that question shall be by ballot.

11.2. the person presiding at a meeting of the association or a sub committee shall, in addition to his being entitled to vote in the first instance shall also have the casting vote in the case of equality of votes.

12. FINANCIAL PROVISIONS

12.1. The Management committee shall administer all the Association's funds for the furtherance of the Association's aims and objectives.

12.2. Account or accounts at banks or building societies shall be maintained in the name of the Association as determined by the Management Committee who shall make regulations governing the signatories (of which there must be at least two) on such accounts.

12.3. The Management Committee shall present to the annual meeting an annual statement of account.

13. ALTERATION OF CONSTITUTION

The constitution may be altered by a resolution supported by not less than two thirds of those present and voting at the Annual or Extraordinary General Meeting called for that purpose of which at least 21 days notice shall have been given to all members of the Committee.

14. DISSOLUTION

The Association may be dissolved by a resolution supported by not less than two thirds of those present and voting at the Annual or Extraordinary meeting called for that purpose of which at least 21 days notice shall have been given to all members of the Association. Such resolution may give instructions for disposal of any assets held by or in the byname of the Association provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be given to or distributed among the members but shall be given or transferred to other charitable institution or institutions having objectives similar to the objectives of the Association.

## **EQUAL OPPORTUNITIES**

TASC knows that some groups in society continue to experience discrimination, and also that these groups may not always be protected by the law. TASC is committed to getting rid of any forms of discrimination and to offering support and opportunity to all.

TASC believes that these differences should be seen as something positive, that should be valued and must be used to create a successful, dynamic and diverse organisation.

No-one should be discriminated against on the basis of age, sex, race, disability, religion or belief, sexual orientation or pregnancy/maternity.

Everyone involved in TASC has a responsibility to think about how equal opportunities is relevant to them.

Any complaints about discrimination should be made to the Project Manager, or alternatively to one of the trustees who will discuss the matter with the chair.

Below are some of the ways that TASC will ensure this policy is implemented.

TASC will:

- make sure everyone involved in projects knows about the policy and understands their responsibilities;
- work to ensure that equality of opportunity is considered in all activities, for example in employing staff, in teaching and learning, in developing activities;
- talk to representatives from groups that may experience discrimination to make sure that their needs are understood;
- regularly assess how the policy is working;
- make sure that resources are made available to put the policy into practice.
- consider how to avoid potential sources of discrimination in risk assessment and mitigation

**ACCESS ACTION PLAN – October 2007**  
***to be implemented on all future projects***

---

**1. Project Development**

*Language:* be aware of language communities when designing projects, building in translation costs where appropriate.

*Venues:* where there is a choice of venues suitable for new projects use those with good disabled access.

**2. Marketing Communication**

Consult with informed groups

*Publications, emails, websites, telephone:*

- be aware of print size
- offer large print options in at least 12 point text
- translate where appropriate and affordable
- state what facilities are available and welcome enquiries regarding special requirements
- provide public transport information

**3. Distribution**

Distribute information as widely as possible.

Where possible provide translations e.g. to Papur Bro etc.

**3. Project Delivery**

- Brief stewards and MCs re keeping aisles clear and informing people of facilities
- Brief members on equal opportunities
- Arrange rooms to create wide aisles
- Ensure these aisles kept open during events
- Produce individual action plans and risk assessments for events
- Offer wheelchair users a choice of where to sit whenever possible

## **THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS**

### **Revised February 2008**

#### **1. POLICY**

- 1.1. TASC is committed to safeguarding the welfare of children and vulnerable adults by seeking to protect them from physical, sexual and emotional harm.
- 1.2. TASC intends to implement this policy by making staff, volunteers, trustees, workshop leaders/contractors aware of the policy and the guidelines that seek to implement it.

#### **2. MANAGING RISK**

- 2.1. The following steps will be taken by the organisation to minimise the risk to children and vulnerable adults
  - 2.1.1. Identify the situations where there is a significant risk. Any project which involves substantial contact with children and vulnerable adults should:-
    - 2.1.1.1. plan the working environment and routes to and from the place of work so as to minimise any risks to participants
    - 2.1.1.2. there should be no unsupervised contact including car journeys unless there is written permission from the parents
    - 2.1.1.3. make sure that anyone engaging in TASC activities has access to an independent adult to discuss any concerns or worries. This would usually be the desk steward in the first instance. The steward should then contact a trustee.
  - 2.2. Event advertising should make it clear there should be no unaccompanied children under the age of 8.
  - 2.3. Training. TASC will provide appropriate training regarding preventing abuse in its plans for the training of staff and volunteers.

#### **3. STAFF AND VOLUNTEERS**

##### **3.1. Recruitment.**

- 3.1.1. As part of the recruitment process applicants should be asked:-
  - 3.1.1.1. to disclose any criminal conviction
  - 3.1.1.2. to provide evidence of their identity
  - 3.1.1.3. give details of any past work with children & vulnerable adults
  - 3.1.1.4. to give references who can comment on any previous work with children or vulnerable adults
  - 3.1.1.5. where the applicant has not previously worked with children or vulnerable adults they should be asked for a character reference who can comment on their suitability

##### **3.2. Probationary period.**

- 3.2.1. All staff and volunteers should have a probationary period where they should be supervised. The supervisor should make an effort to observe them at work during this period.
- 3.2.2. Should their initial probationary period not involve them in work with children or vulnerable adults during this period, then at their first occasion of working with such groups they should be supervised. A workshop leader checklist will be maintained by HR sub- committee.

- 3.3. Disclosure. It should be made clear to all members of staff and volunteers that it is their duty to bring to the notice of the organisation any suspicious behaviour and report promptly any allegations.
- 3.4. All trustees should be encouraged to visit workshops so that we are better informed about the quality and running of our events.

#### 4. RESPONDING TO CONCERNS

- 4.1. Any concern should be shared with the designated project leader and/or to the chair of TASC.
- 4.2. The chair should as soon as possible be informed that an investigation has begun, and who is carrying out that investigation.
- 4.3. There are very few life and death emergencies in child protection. Time should always be taken to reflect on the information, think through possibilities and plan a course of action.
- 4.4. There should be an awareness of the impact on staff, volunteers and families and the need for support during any process of investigation.
- 4.5. Information should be collected with regard to:
  - 4.5.1. The nature of the concern
  - 4.5.2. Where the information came from
  - 4.5.3. What other information is known about the individual and their family
  - 4.5.4. The member of staff or volunteer's view
  - 4.5.5. All information collected should be treated as confidential and only to be discussed with the project leader and those trustees involved in the investigation.
- 4.6. Emergencies. If someone is seriously injured a member of staff or volunteer should ensure the participant receives medical attention as soon as possible
- 4.7. If someone is threatening to harm the public or the participants, staff or volunteers should ring the police immediately.
- 4.8. Whoever is carrying out the investigation (see 4.2) should:
  - 4.8.1. give a written report to the board of trustees
  - 4.8.2. recommend what action should be taken
  - 4.8.3. inform other authorities such as the police or social services if appropriate
- 4.9. After any concern has been investigated the board will review the effectiveness of its procedures. Such a review should in any case take place annually. The human resources sub committee, together with the chair, should take responsibility for instigating this review.

#### 5. ADDITIONAL PROTOCOL REGARDING E-MAIL CONTACT

(adopted on 3<sup>rd</sup> December 2012)

- 5.1. If any member under the age of 18 is contacted directly by email a copy must be sent to at least one other e.g. parent or guardian, other members of any participating group or the chair of TASC.



## RECRUITMENT OF PEOPLE WITH A CRIMINAL RECORD

### BACKGROUND

---

The Recruitment of Offenders Act (ROA) 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs.

The Act allows that ex-offenders are no longer legally required to disclose to organisations convictions that have become 'spent'.

However, in order to protect certain vulnerable groups within society, there are a large number of posts and professions that are exempted from the Act and additionally include employment within positions of trust.

In such cases, organisations are legally entitled to ask applicants for details of all convictions, whether spent or unspent.

### RESPONSIBILITIES

---

TASC is determined to make all efforts to prevent discrimination and other unfair treatment against any of its staff, potential staff or users of its service regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background that does not create a risk to children and vulnerable adults.

TASC will ensure that any criminal record information given by an individual is kept confidential and according to the requirements of the Data Protection Act, and, where appropriate, CRB Code of Practice.

### RECRUITMENT

---

All recruitment will follow TASC policies and procedures and TASC recruitment Code of Practice as outlined below.

**Having a criminal record will not necessarily bar you from working with TASC. This will depend on the nature of the position and the circumstances and background of your offences.**

### RECRUITMENT CODE OF PRACTICE

---

- TASC's written Equal Opportunities and Recruitment of ex-offenders policy is made available to all applicants at the start of the recruitment process.
- TASC actively promotes equality of opportunity and welcomes applications from a wide range of candidates including those with criminal records.

- Applicants with criminal records should be treated according to their merits and in conjunction with any special criteria for the post (e.g. caring for children and vulnerable adults, which debar some in this category)
- TASC will ensure that all those within the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure such staffs have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
- Unless the nature of the position entitles TASC to ask questions about an applicant's entire criminal record, the questions will only be asked about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974. This information is requested at the initial application stage.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being conditionally offered the position.
- Where a Disclosure is to form part of the recruitment process TASC will encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process and before Disclosure is undertaken. For such positions, TASC will request that this information is volunteered by the applicant and is sent under separate, confidential cover to a designated person within TASC. TASC will guarantee that this information remains strictly confidential and is only seen by those who need to see it as part of the recruitment process.
- At interview or in a separate discussion, TASC will ensure that an open and measured discussion takes place on the subject of any offences or other matter revealed by the applicant and/or through Disclosure, if undertaken, that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of a conditional offer of employment.
- If an applicant reveals a serious criminal record, the recruiter within TASC will consult the appropriate senior member of staff/management. A decision to reject an applicant because of, or partly because of, a criminal record should relate to an aspect of person specification which is seen to be unmet. If possible, in these circumstances, TASC will advise the applicant why their application has been unsuccessful.
- TASC will make every applicant for a position that is subject to a Disclosure aware of the existence of this Code of Practice and make a copy of it available on request.

## **SECURE STORAGE, HANDLING, USE AND RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION**

---

- **STORAGE AND ACCESS** Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable containers with access strictly controlled and limited to who are entitled to see it as part of their duties.

- **HANDLING** In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties.
- TASC will maintain a record of all those to whom Disclosures or Disclosure Information has been revealed and TASC recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- **USAGE** Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- **RETENTION** Once a recruitment (or other relevant) decision has been made, TASC will not keep the Disclosure information for any longer than is absolutely necessary. This will normally be a period of six months, to allow for the consideration and resolution of any disputes or complaints.
- If in very exceptional circumstances it is considered necessary to keep Disclosure Information for longer than six months TASC will consult the CRB about this. TASC will give full consideration to the Data Protection and Human Rights individual subject access requirement before doing so.
- **DISPOSAL** Once the retention period has elapsed, TASC will ensure that any Disclosure information is immediately destroyed by secure means i.e. by shredding, pulping or burning.
- While awaiting destruction Disclosure information will not be kept in any insecure receptacle.
- TASC will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.
- However, notwithstanding the above, TASC will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

*This document was adopted by the Board of Trustees of TASC on 19th April 2004*

## WELSH LANGUAGE POLICY and ACTION PLAN

### **Background**

As its Equal Opportunities Policy states " TASC is committed to getting rid of any forms of discrimination and to offering support and opportunity to all.

The Equal Opportunities Policy recognises that these differences should be seen as something positive, that should be valued and must be used to create a successful, dynamic and diverse organisation."

The Welsh Language Policy has been drafted against this background

### **Introduction**

The Policy is designed to provide the framework of an Action Plan to carry out the following:

- to make its activities open to all, whatever their preferred language.
- to ensure that the quality of activities is not reduced by any measures taken
- to embrace Welsh language and culture as a source of positive strength
- to maintain local distinctiveness, and to be aware of the preferred language of all communities as well as individuals

### **Communications**

- all written communications will be responded to in the same language that they are made.
- telephone communications are currently handled by volunteers. They should be encouraged to develop skills in the Welsh language. A pool of volunteers who have a good knowledge of the Welsh language will be sought.
- METHOD: securing volunteers for this work, augmented by paid translation help if necessary.

IMPLEMENTATION: by 1st January 2005

REVIEW: 1st June 2005

### **Projects and Promotional Literature**

- much of TASC's activity is local in character but where projects are larger in scope and intention (e.g. more than the catchment area of a single town or village and its hinterland) ) they will be designated as BEACON projects
- where the activity is small-scale, local and community based the activity will be delivered in the preferred language of the community
- English will be used where the target market is a UK or international audience
- identifying particular projects as BEACON projects will be the responsibility of the Board of Trustees and additional resources will be allocated to facilitate the implementation of bi-lingual delivery
- participants in BEACON projects will be contacted beforehand to ask about their preferred language. This will be in the context of also asking about dietary and physical access requirements, and should be seen as part of the same process.

- where English is the preferred language of all participants who respond prior to the event, no translation facilities will be available during the delivery of the project to avoid wasting resources.
- **METHOD:** preparing guidance notes for all course leaders and co-ordinators supported by an induction session.  
**IMPLEMENTATION:** by 1st January 2005  
**REVIEW:** 1st June 2005

### **Board Development**

- All members of the board and other volunteers who wish to learn the Welsh Language to be supported.
- **METHOD:** identifying potential sources of language training  
**IMPLEMENTATION:** by 1st January 2005  
**REVIEW:** 1st June 2005

### **Public Profile**

- TASC recognises that its public profile will lead people to make assumptions about its support for the use of the Welsh Language.
- It should however be careful in making any changes since they are likely to send out additional signals to those intended.
- Two modest changes are suggested below
- **METHOD:** adding some Welsh text to the opening page of the website and devising a Welsh version of the acronym TASC. Key words might be traddodiau (traditions) sain (sound) and communed (community). Professional guidance would be sought before making the additional acronym public.  
**IMPLEMENTATION:** by 1st January 2005  
**REVIEW:** January 2006

### **Further Development of the Policy**

- The Board will review its general approach as a separate task from the reviewing of policies set out above
- as part of that appraisal ways to be sought of strengthening the distinctive voice of the border area, which would reflect TASC's emphasis on cultural diversity and grass roots expression.

**METHOD:** appointing an advisor to the Board who will facilitate further discussion

**IMPLEMENTATION:** by 1st January 2005

**REVIEW:** June 2005

### **Note**

This Policy was adopted on 13th September 2004.

## **PROCUREMENT POLICY**

- A sub committee called the Contracts Committee shall be established
- The Contracts Committee shall have three members and all members need to be present for a quorum.
- Members of the Contracts Committee shall be decided by the Board of Trustees
- The Contracts Committee shall select their own chair who is responsible for communicating decisions to the Board of Trustees.
- Contracts for any amount above £250, and proposed contracts for any amount to a trustee should be referred to the Contracts Committee
- The decisions of Contracts Committee should be minuted, and record evidence of the consideration of options to provide the service and how the decision justifies best value to the Charity (comparison with commercial rates may be required)
- If it is decided to award any contract to a trustee a declaration should be signed in the standard form already agreed by the Chair of the Contracts Committee.
- The declaration must be signed at each implementation
- A contract with the supplier must be signed for each commission in the agreed standard form.
- No member of the Contracts Committee or a related party shall benefit directly from any contract awarded
- It is the responsibility of the Board of Trustees to inform any relevant third parties for the project concerned, of the decision to employ a Trustee in a fee earning capacity

ADOPTED OCT 28th 2004 , revised FEBRUARY 2008

## **PROJECT DEVELOPMENT PROTOCOL**

These notes are intended as guidance to how TASC operates, in particular how it selects its activities. It also may function as an induction document for new trustees.

### **Framework**

---

Projects are developed within the context of TASC's objects as a registered charity. Under the terms of its constitution it exists *to promote the use of traditional and tradition-based arts in the community by programmes designed to increase participation and raise standards.*

Which is broad, but not infinitely so. Note the word 'and' rather than 'or'.

They are also framed within the context of an agreed outline strategy that takes place usually every two or three years. The last one was July 2007.

### **Current Arrangements**

---

#### **ADMINISTRATOR**

TASC appoints an Administrator who is paid a monthly amount for:

- Grant applications and research
- Budgeting and financial records
- Paying bills and raising invoices
- Routine correspondence and calls
- Attending meetings on behalf of TASC
- Complying with Charity Commission requirements
- Making reports to funders
- Documenting projects
- Website updating
- Members e-newsletters
- Hire of venues for meetings & workshops
- Sales (inc. setting up website sales)
- Arranging Suitcase Studio hirings
- Advertising copy and artwork
- Compiling an Annual Report

This agreement is overseen by the Procurement committee. The budgeting arrangements are agreed at meetings of the trustees. There is currently an ad hoc Finance Committee of the Administrator and Chair which deals with any matters that arise between meetings.

#### **ARTISTIC DIRECTION**

The trustees acknowledge that the current Administrator performs a creative role within TASC in generating and developing project ideas.

This does not mean that TASC's activities are limited to what he wants to do, nor that whatever he wants to do TASC should unthinkingly accept. It does mean, however, that new projects should be consonant with TASC's reputation and identity and his role is to ensure that happens.

#### **New Projects**

Ideas for new projects emerge in different ways, and will often require a period of discussion, research and even experiment. The artistic director role is to foster this process, including other people and organisations as appropriate, in line with the TASC ethos.

If the next step does not commit too many resources and is in line with TASC's strategic plan he will usually initiate it without further consultation, or occasionally by getting the approval of the chair.

There can be no hard and fast rules for when matters are referred to the whole board, and it is largely a matter of trust. Since an administrator's report goes to the trustees on a reasonably regular basis (ideally once every 4-6 weeks) indicating latest developments, any trustee with concerns can raise them with the chair, whose can decide whether it is necessary to call a meeting, and possibly to halt action until that meeting can be called. If the trustees feel he has failed them in this duty then they can elect another chair.

Where the idea develops into a substantial project there will in any case usually be a long enough lead time to allow for considerable input from trustees and the formation of a Project Group.

#### PROJECT MANAGEMENT FEES

Applications various bodies to fund projects usually include a project management element. Part of this should be allocated to the Administrator's fees in connection with the actual routine administration.

That should leave an amount for the active management of the project (the difference between the tasks may be seen as re-active and pro-active: between logging what has been done – e.g. book-keeping; and deciding what and how it is to be done – e.g. which artists are hired). This should be allocated by the Procurement Committee, who need to satisfy themselves (as a point of law):-

- That the person chosen can do the work (this includes making decisions on quality)
- That the amount allocated is appropriate and comparable with other payments. It can choose its own criteria, but might want to note its reasons in writing.

#### ADDITIONAL PROJECTS

Not all projects have to originate with the Administrator, but any project needs to enhance the reputation and protect the resources of TASC. The trustees' safeguard that any new project does this resides in large part in the judgement of the Administrator.

Where TASC is involved in any activity that involves its resources - and that includes its reputation - the Administrator should report to the board on its progress. TASC has a standing order that no expenditure should be undertaken if it means the organisation would be in net deficit. Only secured income should be involved in the calculation (eg anticipated ticket income should not be included, or include at a very prudent level).

A new project might begin with a conversation with the Administrator who would usually have suggestions of how to go about developing the ideas, before being set out as an outline proposal to the board. If approved, and with further advice from the Administrator, there would then be a budget and a timetable drawn up. Even where no application for external funding is to be made, an outline written project description will aid evaluation.

Final responsibility for projects being undertaken in TASC's name rests with the trustees, but they should expect guidance from the Artistic Director/Administrator on whether they are (a) appropriate for TASC and (b) have been properly planned and costed. On occasions a mentor might be advisable.

APPROVED May 2007



## **ENVIRONMENTAL POLICY**

### **General statement of intent:**

TASC recognises that as an organisation, it has the capability to both control and influence impacts on the environment.

TASC will minimise the impact of its activities on the environment wherever possible.

TASC will encourage environmental awareness amongst its member organisation and the wider community.

### **Actions:**

TASC will therefore, as far as possible within its capacity, aim to: -

- Act responsibly with regard to the consumption of water and energy within its activities
- Encourage car sharing and, if available the use of public transport, as an alternative to each individual using a private car.
- Re-use or recycle materials wherever possible.
- Reduce the use of all resources, especially non-renewable resources, where possible.
- Minimise the amount of waste generated.
- Use the least environmentally damaging products.
- Bear in mind the environmental implications of any future projects undertaken by TASC.
- Abide by all relevant environmental legislation.

TASC will periodically monitor compliance with its policy and review the policy to take into account any changes in the activities of TASC.

This policy was approved by the TASC Board of Trustees on 8<sup>th</sup> February 2010

### AGM Proceedings (for information)

#### VOTING

1. The AGM meeting is chaired by the chair of the trustees – or vice chair if the chair is not present. If neither is present a chair is elected from those present.
2. To re-elect the outgoing chair *as a trustee* someone else should take the chair – clearly it's not good practice to oversee your own election.
3. The chair then resumes chairing the meeting to elect the other trustees.
4. If it is proposed to elect the other trustees *en bloc* then the meeting should be given a chance to agree ("Is it your wish that we vote to elect all the trustees whose nominations we have received?")
5. Then proceed to the vote, either one vote for all, or separately for each nomination.

#### AGENDA & MINUTES

1. Most items in the minutes will have been dealt with in the 12 months since the last AGM. Just occasionally that might not be the case so *matters arising* should be on the agenda. This must be restricted, however, to those matters that the General Meeting has addressed, not matters that are dealt with by the Management Committee.
2. Any Other Business is permissible in that views can be expressed and matters that members would like to see addressed by the Management Committee are raised. No resolution can be put under other business. If a member wants a resolution to be voted on it must be proposed a full month before the meeting so that it can be incorporated into the notices which need to be with members a full 21 days before the meeting. During the rest of the year a members' resolution would be dealt with by calling an Extraordinary General Meeting (EGM). This is the procedure when the members feel that the Management Committee are not acting in the best interests of the Charity.
3. The minutes of the AGM cannot be accepted as a true record until the next AGM. (I believe it may be possible for them to be accepted by whatever is the next General Meeting – so an EGM might qualify.) It might, however, be good practice for the trustees to satisfy themselves at an early date that the draft minutes are accurate so they can act on any proposal within them. They remain draft, however, until the next AGM when they are adopted.

#### CHAIRMAN

1. The Chair is elected by the trustees not by the AGM. This is because the trustees work closely with each other and know who has the appropriate skills to chair the organisation, in a way that the general membership might not know.
2. The Chair is elected at the first trustees meeting after the AGM. The outgoing chair remains chair until that point. If the chair has resigned as a trustee and not been re-elected then the vice chair is the interim chair. If they have both stood down then the trustees will need to appoint an interim chair. No trustee can resign if it means the organisation is without sufficient trustees to satisfy the constitution (four is the minimum), and the chair of the AGM needs to make sure that is achieved.