



LitterfreeSB

Committee Membership and Selection Policy

November 2024

1. Purpose: This policy outlines the procedures for the selection, appointment, and responsibilities of committee members within LitterfreeSB. It aims to ensure a fair, transparent, and effective process for managing the group's leadership.

2. Scope:

This policy applies to all current and prospective committee members of LitterfreeSB.

3. Committee Structure:

The committee will consist of the following roles:

- **Chairperson:** Oversees the overall functioning of the group and chairs meetings.
- **Secretary:** Manages correspondence, records minutes of meetings, and maintains documentation.
- **Treasurer:** Oversees financial matters, including budgeting and reporting.
- **General Members:** Assist with various tasks and support the core roles.

4. Eligibility Criteria:

To be eligible for committee membership, individuals must:

- Demonstrate commitment to the group's mission and values.
- Possess relevant skills or experience beneficial to the committee's work.

5. Nomination and Selection Process:

- **Call for Nominations:** A call for nominations will be issued to volunteers and committee members at least one month before any meeting called to discuss a new appointment.
- **Nomination Submission:** Interested members must submit a nomination form, including a brief statement of their qualifications, experience and interests along with reasons for seeking a committee position.
- **Review of Nominations:** The current committee will review all nominations to ensure they meet the eligibility criteria.
- **Election:** Temporary appointments can be made during any committee meeting where all committee members are present. All committee members present at the meeting are eligible to vote. Voting will be conducted by open ballot.

- **Appointment:** The candidates receiving the highest number of votes will be appointed to the committee.

6. Term of Office:

- Committee members will serve a term of one year, with the possibility of re-election for subsequent terms.
- Re-election of committee members, ratification of new appointments, and confirmation of roles and positions held, will be ratified at an Annual General Meeting.
- A maximum of three consecutive terms in the same role is recommended, after which a break from that role of at least one year is recommended before re-nomination for the same role.

7. Roles and Responsibilities:

- **Chairperson:** Leads the group, chairs meetings, represents the group externally, and ensures effective communication within the committee.
- **Secretary:** Manages all administrative tasks, including meeting minutes, correspondence, and record-keeping.
- **Treasurer:** Manages the group's finances, prepares financial reports, and ensures compliance with financial regulations.
- **General Members:** Support the core roles, participate in decision-making, and assist with various tasks as needed.

8. Meetings:

- The committee will meet at least three times a year.
- Additional meetings may be called as necessary.
- A quorum of at least three of the committee members is required for decision-making.

9. Resignation and Removal:

- **Resignation:** Committee members may resign by providing written notice to the Chairperson.
- **Removal:** A committee member may be removed by a simple majority vote of the committee if they are found to be acting against the group's interests or failing to fulfil their responsibilities.

10. Vacancies:

- In the event of a vacancy or new position arising, the committee may appoint a temporary position pending ratification at the next AGM.
- The temporary appointment will be confirmed by a majority vote of the current committee members.

11. Review and Amendments:

This policy will be reviewed annually and may be amended as necessary. Any changes will be communicated to all members.

12. Contact Information:

For any questions or further information regarding this policy, please contact Frank Page on 07913268164