



NSCG OPERATIONS & COMMUNICATION

MISSION STATEMENT

The North Stoneham Community Group exists to:

- 1) To further or benefit the residents of North Stoneham and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.
- 2) The advancement of citizenship and community development through the promotion of volunteering opportunities for events and initiatives which are in the interests of social welfare, support community cohesion and relieve social isolation thus improving the conditions of life for the community of North Stoneham and the neighbourhood.
- 3) The advancement of environmental protection and improvement through the promotion of sustainability, recycling, and sustainable waste management, through projects such as the community fridge, community gardening and community exchange events for the public benefit of those in North Stoneham and the neighbourhood.

(Constitution February 2024)

'We're like secret agents who bring the community together.'

(NSCG Trustee January'23)

NSCG OPERATIONS

NSCG is a Charitable Incorporated Organisation (CIO) which adopts the foundation model as its constitution and governing document. This means that the only members of NSCG are the Trustees who manage NSCG and undertake their role in accordance with the NSCG constitution. This document does not replace the constitution which

sets out in full the operations and governance of NSCG. The NSCG Board of Trustees invites and allocates some Trustees to take on specific roles in accordance with the constitution and which help the NSCG to fulfil its mission statement.

As per the constitution:

The Trustees are the only members of NSCG.

A minimum of 3 and maximum of 12 Trustees are needed who are appointed for 3 years but who can then stand for re-election.

The best interests of NSCG, serving its objects and the community are paramount and needs to be taken into consideration when re/appointing Trustees. Trustees can be reappointed after their term has finished but it is regarded as good practice to encourage Trustees to take a break after 3 consecutive terms unless an additional term is needed for the effective and continued running of NSCG.

Additional trustees can be appointed within the year.

NSCG Trustees meet monthly and have oversight of all NSCG activities.

A third of Trustees must be present at a meeting for it to be quorate and decisions taken.

Proposals are decided by a majority vote and decisions can be made in person and electronically.

Trustee meetings give permission and commission projects.

Much of the work of NSCG is done through Working Groups.

In the event of a vote not leading to a majority the Chair has the casting vote.

Documents are valid if they are signed by two Trustees.

Trustees can meet as Trustees or as Members.

Trustees will hold an Annual General Meeting to report on activities and to discharge responsibilities as Members of the CIO.

General Meetings require 15 days' notice to members/Trustees.

Much of the work of the NSCG to deliver on events and initiatives in line with its vision and values will be done by working groups who are accountable to NSCG.

NSCG must report to the Charity Commission annually filing accounts and an annual report.

NSCG ROLES

Trustees

Are responsible for managing the affairs of NSCG and have a duty to exercise this responsibility in a way that best serves the purposes of NSCG. Trustees are expected to execute their role with reasonable care and skill particularly when it comes to applying any specialist experience or skills they may have and when acting as a Trustee during NSCG business. All Trustees are responsible for ensuring that NSCG acts in accordance with its constitution and policies.

In order to do this NSCG Trustees are expected to:

- Attend most Trustee meetings annually.
- Be a member of at least one NSCG working group.
- Support in the delivery of the termly newsletter.
- Keep themselves up to date with NSCG policies and procedures.

Appointed Officers (Constitutional Roles)

Chair

The Chair ensures meetings are facilitated. The chair works with the Secretary and others to produce meeting agendas and reviews minutes. The Chair has oversight of NSCG, supporting Trustees and facilitating the implementation of agreed priorities. The Chair is a signatory for the NSCG bank account.

Secretary

The Secretary organises meetings by arranging dates, booking rooms, sending out the agenda as agreed with the Chair and inviting people to contribute to meetings. The Secretary produces meeting minutes and facilitates the communication of NSCG activities with the community and key partners. The Secretary is a signatory of the NSCG bank account.

Treasurer

The Treasurer helps NSCG carry out its financial responsibilities by managing NSCG accounts. This includes producing quarterly financial reports for Trustee meetings, advising, and monitoring budgets, liaising with the bank, paying expenses, and managing grants/donations. The Treasurer is a signatory on the NSCG bank account.

The NSCG Board of Trustees may create other non-constitutional roles as necessary to fulfil its objectives and priorities. Current examples of this are:

Vice Chair

The Vice Chair can stand in for the chair in meetings and generally supports the Chair in the delivery of their role.

Vice Secretary

The Vice Secretary supports the Secretary in the delivery of their role and has responsibility for managing the NSCG website ensuring that it is updated with the latest news and events; as well as NSCG social media platforms. The website and social media platforms are key NSCG community communication tools.

Newsletter Editor

Responsible for the production of the NSCG termly newsletter

Newsletter Distributor

Facilitates the distribution of the termly newsletter.

Policy Oversight

Oversees and facilitates the updating and revision of policies.

Volunteer Coordinator

Manages the recruitment, support of and list of volunteers as well as NSCG socials

Community Fridge Coordinator

Facilitates the Sustainable Stoneham Community Fridge and associated initiatives e.g. 'Feed a Family for a Fiver'.

Community Gardening

Facilitates the Sustainable Stoneham Community Gardening project and associated initiative e.g. litter picks.

Community Exchange

Facilitates the Sustainable Stoneham community exchange projects including jumble sales.

Working Groups

Working Groups plan and deliver events and initiatives on behalf of NSCG. The NSCG has oversight of all Project Groups and NSCG trustee meetings will action Project Groups who will be given a specific remit. Project Groups are responsible for producing a project plan and regularly updating the NSCG as to progress towards it via meeting agendas. NSCG Project Groups must include at least 1 Trustee with others being invited to join as appropriate to the remit of the group. Trustees can serve on more than one Project Group. It is expected that a Project Group will be facilitated by a NSCG Trustee.

Other non-constitutional roles can be allocated to Trustees and Stakeholders to enable NSCG to meet its mission statement and priorities. It is expected that these roles will emerge in response to NSCG need and people's willingness to serve and use their skills. NSCG values of mutuality and flourishing means that it prefers to shape roles to people rather than people to a role!

Stakeholders/Associates

Stakeholders are people who represent other organisations and businesses in the North Stoneham Community who support the work of NSCG. Stakeholders can be invited to attend NSCG Trustee meetings as non-voting members. It is expected that Stakeholders will play an active role in Project Groups as well as being involved in NSCG events and initiatives. Example of current Stakeholders are North Stoneham Scouts, YMCA Eastleigh.

NSCG COMMUNICATIONS

NSCG business will be done via email.

Emails will be clearly identified as 'Response Needed' or 'Information Only'.

Trustees are encouraged not to generally reply all.

Shared access documents will enable Trustees to keep themselves fully briefed as to NSCG activities.

Templates of key documents / will be amongst the shared documents.

NSCG WhatsApp will be used for social messages and brief updates.

A Communications Plan hosted with shared documents will outline communication priorities for each month in line with NSCG priority initiatives and events.

The Communications Plan will inform social media posts and newsletters.

Trustees and Project Group Leads are expected to contribute to the Communications Plan.

Newsletters will be distributed each term (March/June or July/October) outlining NSCG and our partners upcoming events and initiatives.

Newsletters will include adverts where priority will be given to local community, partners. Paid posts will be in line with the Newsletter Advertising Guidance.

Monthly Communication

Week 2 Trustees meeting

Week 3 Trustee Meeting Minutes Sent Out

Week 4 Request for Agenda Items and Project Group Updates

Week 1 Agenda sent out.

NSCG MEETINGS

Annual AGM between January and the end of March each year

Monthly Trustee Meetings on the second Tuesday of a month 1-2pm/6-7pm alternating. Zoom and in person.

Termly Review Meetings/Survey x 2 a year

Socials – Organised by the Volunteering Working Group. Main socials are summer and winter (Dec/Jan) with smaller ones in-between.

Working Group Meetings as required (includes Communications and Finance).