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| **Terms of Reference****[LAG Name]** |

**Mission statement**

*This should be the purpose of your LAG*

**Roles and responsibilities**

The role of the LAG will be to achieve the aims and objectives set out here:

How will the LAG achieve these aims?:

**Management committee**

Chair –

Health and safety –

First aiders –

[*Add other management committee roles and persons here*]

**Mode of operation**

1. All decisions made by the LAG should be reached by a consensus, where a consensus cannot be achieved, members will vote and a simple majority will be required. In the event of a tie, the chair will have the casting vote.
2. All decisions made by the LAG shall not be binding upon individuals, allowing individuals and organisations to retain their statutory responsibilities and independence of action.
3. Selection of projects must be consistent with the LAGs purpose and objectives and undertaken in a non-discriminatory and transparent manner, avoiding conflicts of interest.

**Membership**

1. A copy of the Terms of Reference will be provided to each member of the LAG, along with the Code of Conduct form, which will need to be signed by each LAG member on an annual basis.
2. In the absence of the chair or vice-chair at any meeting the members present may elect a chairman for the meeting.

**Meetings**

1. The LAG will meet [timescale e.g. quarterly], in accordance with an agreed schedule.
2. The chair will have authority to call additional meetings for urgent matters, unless those items can be resolved using electronic means.
3. LAG members will be provided with all relevant documentation (e.g. agenda, etc.) for the meeting at least one week before scheduled meetings.
4. Minutes and key actions or decisions will be recorded to ensure an accurate recording of the meetings, and approved at subsequent meetings to maintain an agreed record.
5. The LAG will produce reports to enable it to monitor the progress of expenditure, agreed indicators, timescales, risks and outputs.

**Meeting procedures**

1. LAG members will be required to declare any conflicts of interest at the start of the meeting, this will be included as an agenda item.
2. The chair and management committee will be selected by nomination and voted in by group members. They will serve on annual basis. Committee members will step down when a year has passed but are eligible for re-election.
3. Additional attendees or technical advisors may be invited from time to time in order to provide advice in relation to specific issues, local knowledge and expertise.
4. A minimum of 14 days’ notice will be given for each meeting.

**Decision making**

In event that a vote is required to make a decision, all members will have one vote, including the chair. All decisions in meetings will be made by a majority vote, in the event the vote is tied the chair will have the casting vote.

**Review and amendment**

The terms of reference will be reviewed and amended as appropriate, or on an annual basis.

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| **Constitution of** **[LAG Name]** |

1. **Name**

The name of the Local Action Group is [LAG name].

1. **Purpose**

The objectives of the LAG are:

1. **Geographic area**

The LAG will work in [area].

1. **Management committee and their powers**
2. The management committee shall consist of no less than 3 and no more than 10 members.
3. At their first meeting following the annual general meeting (AGM) the management committee will elect a chair; other roles can also be elected.
4. If vacancies occur among members of the management committee between AGMs, the management committee shall have the power to co-opt from the general membership to make up the numbers.
5. Management committee members may resign at any time provided that all such resignations are in writing and the remaining management committee is made up of at least 3 members.
6. Members of the management committee shall not financially benefit from the activities of the LAG and are only entitled to receive reasonable and permissible out of pocket expenses.
7. The management committee may delegate any of their powers to sub-committees or persons as they see fit, provided that sub-committees or persons shall conform to any regulations imposed on them by the management committee. The management committee may revoke or vary any delegated authority at any time.
8. In order to fulfil the LAGs objectives, the LAG shall have the power to do such as is lawful, including the power to raise funds and to borrow money on such terms as the management committee may see fit.
9. **Rules for running meetings**
10. The AGM must be held every year, with 14 days’ notice given to all members telling them what is on the agenda.
11. Minutes must be kept for all meetings, management committee meetings and the AGM.
12. There must be at least [number] members present at the AGM.
13. At the AGM the management committee will update members with an annual report and present the accounts.
14. At the AGM, members shall elect between 3 and 10 members of the management committee to serve for the next year. They will retire at the next AGM but may stand for re-election.
15. The management committee must meet at least 3 times a year, otherwise they can regulate their meetings as they see fit. A meeting can also be held electronically.
16. At least 3 members of the management committee must be present at a management committee meeting in order to make decisions.
17. **Voting procedures**
18. Every member has one vote.
19. Every matter will be determined by a majority of votes of the members of the management committee participating and voting on the question. In the case of equality of votes the chair of the meeting shall have a second or casting vote.
20. **Election of the management committee**
21. The members shall elect from among themselves a management committee to manage the LAG, the management committee shall be elected by those present and voting at the AGM.
22. A management committee member may be removed from office by a members resolution passed by a two-thirds majority of the membership present and voting at a general meeting.
23. **Membership (volunteers)**
24. The LAG may admit membership to any person aged 18 years and over interested in furthering the purpose and objectives of the LAG.
25. No-one shall be accepted as a member of the LAG who has not first completed a volunteer application form.
26. The management committee will keep an up-to-date membership list.
27. Membership is terminated if:
	1. The member resigns by written notice to the LAG; or
	2. The management committee by a majority vote and for good reason terminates the membership of any individual: provided that the individual concerned shall have the right to be heard by the management committee, accompanied by a person of their choice before a final decision is made.
28. **Money and property**
29. Money and property must only be used for the LAGs purposes.
30. The management committee must keep accounts. The most recent annual accounts can be seen by anybody on request.
31. The management committee cannot receive any money or property from the LAG, except to refund reasonable out of pocket expenses.
32. Money must be held in the LAG bank account. All cheques must be signed by two members of the management committee.
33. **Amendments to the constitution**

The constitution may be altered by a resolution passed by a simple majority vote of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration process.

1. **Winding down**

If at any time the majority of the management committee decide that it is advisable to wind down (dissolve) the LAG, it shall call a general meeting of all the members of the LAG, providing a minimum of 21 days’ notice and stating the terms of the resolution to be proposed. The decision shall be confirmed by a two-thirds majority vote of those present at and voting at the meeting. Any equipment and/or monies left after the settlement of any proper debts and liabilities shall be donated to an organisation with similar aims and objectives, or failing that, may be donated to such a charitable organisation(s) as the members shall decide.

1. **Adoption of the constitution**

The constitution was adopted on the date mentioned below by the persons whose signatures appear at the bottom of this document.

Date of which the constitution was adopted:

Management committee signatures:

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| **Code of Conduct****[LAG Name]** |

As a member of [LAG name] I have the responsibility to represent the LAG and work constructively with the community, volunteers and partner organisations to achieve the purpose and objectives of the LAG.

When acting in a capacity for the LAG I am committed to behaving in a manner that is consistent with the following principles to achieve the objectives of the LAG and maintain public confidence in the group.

**Behaviour:** Members should treat each other with respect, avoid offensive and insensitive comments and/or language, avoid bringing the LAG into disrepute, and avoid conflict.

**Selflessness**: Members should act in the LAGs best interest, and not in order to gain any financial or other material benefits for themselves, their family or their friends.

**Integrity**: Members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties within the LAG.

**Objectivity**: Members and the LAG should make decisions based on the merit of the choice.

**Accountability**: Members of the LAG are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate.

**Openness**: Members of the LAG should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider LAG interest clearly demands it.

**Honesty**: Members have a duty to declare any private interest relating their duties within the LAG, and take steps to resolve any conflicts arising in a way that protects the LAG interest.

**Leadership**: Members of the LAG should promote and support these principles by leadership and example.

Signed:

Date: