

# **North Kelvin Community Council Terms of Reference, April 2014**

## **A. CHAIR**

Host, direct and manage meetings in an impartial and orderly manner and permitting all present to contribute in a controlled and fair way.

Set, write and circulate the agenda for all meetings, ensuring that it is received by all council members at least 7 days prior to the meeting.

Introduce agenda items.

Ensure that all meetings follow the published agenda and are kept to the planned timings.

Arrange, in advance of a meeting, for individual committee members to own specific agenda items, where required.

Ensure that the council meet any and all stated goals that fall, either wholly or partly, within their elected term.

Set the date and time for subsequent council meetings.

Appoint individual-topic 'champions' as necessary.

## **B. MINUTES SECRETARY**

Take minutes for all formal council meetings.

Book the meeting room for all formal council meetings.

Write the minutes of all formal council meetings and forward these to:

- The CC Resource Centre
- The Secretary
- The Chair

and copy these minutes to all other council members, within 21 days of any meeting.

## **C. WEBMASTER**

Manage the web content on the NKCC website.

Ensure that the NKCC website is adequately hosted, in the first instance utilising the assistance of Gordon Barnes to achieve this.

Administer all email accounts and passwords for all council members.

Manage the updating of the NKCC Facebook page.

Manage the updating of the NKCC Twitter feed.

Acknowledge any contact emails sent through the NKCC website and then forward these on to the Secretary, and other council office bearers as appropriate, for subsequent action/reply.

#### **D. TREASURER**

Manage the NKCC bank account.

Formally account for all NKCC funds

Make sure that all NKCC funds is spent in accordance with all applicable operating rules issued by GCC.

Make sure that all NKCC funds is spent in accordance with all applicable legal requirements.

Ensure that all NKCC funds are managed in accordance with the stated constitution.

Ensure that no NKCC funds are spent without the approval of a counter-signing NKCC member.

Provide a monthly financial statement to all formal council meetings.

Provide a full financial return to the Chair at least 21 days prior to each council AGM.

#### **E. SECRETARY**

Reply formally, if necessary, to all correspondence received by NKCC.

Circulating any information received to all council members.

Manage PR, Press, TV and Radio liaison for the council.

Look after all visitors to council meetings.

Liaise with GCC on behalf of the council.

Support the Chair as required.

#### **F. POTENTIAL SINGLE-TOPIC 'CHAMPIONS'**

Transport & Parking

Communication and PR

Recycling

Growing Spaces

Planning