

Terms of Reference for Shannon Allotments Association

Purpose of the group: To operate as a working group for the Shannon Allotments and to support allotments holders through coordinated planning, fundraising and support.

The role of the association is to

- Nominate a 6/7 person working committee to oversee the association's activities.
- Support allotment holders to maintain their licence agreements and to operate and maintain their allotment according to the licence with Clare County Council.
- Liaise with the licence holder regarding maintenance, upkeep and any relevant matters.
- Manage all finances, identify opportunities and source funding for same

The following groups are represented on (this is open for discussion)

- Holders of Allotments in Shannon
- Representative of Clare County Council (should this be appropriate)
- Local community or other area representative (should this be appropriate)

Membership-who is a member and what is their function

- All allotment holders are members of the association and will pay the association fee. Membership is a compulsory criteria of the licence agreement.
- Members will hold valid licence agreements for their allotment with Clare County Council, except in the case of a nominated community representative or other service supporting the group in an advisory or expertise remit.
- Members will be required to be committed to the aims, objectives and ethos of the association, as outlined in the membership agreement of Shannon Allotments Committee
- Members are expected to attend annual general and extraordinary meetings and to participate and to send apologies to the Secretary if they cannot attend.
- Members nominate a Committee at each AGM.
- One third of committee must step down at each AGM.
- Maximum term to be served by any member is 5 years. Members can be nominated again after a break of 3 years (all to be agreed by association)

Roles within the group.

- Chairperson, secretary and treasurer plus 3/4 ordinary members
- Decision making process – we will strive to reach decisions by consensus at all times.

How often will the association and committee meet?

- The Committee will meet every 2-3 months and may meet more regularly during the establishment phase.

- The Association will hold an AGM each year and may hold one other regular information meeting.
- Additional meetings may be required to address specific issues.
- The Quorum for meetings will be one third of the group plus one

Who services the group?

- The Chairperson ensures the meeting is run in an orderly manner, e.g. keeps to time, to the agenda, is conducted in a respectful manner.
- The secretary will record minutes and inform members of upcoming meetings.
- The Chairperson and Secretary will draw up the agenda.
- The treasurer maintains a record on income and expenditure and keeps up to date financial records.
- All committee members support the work of the association, e.g. organising Open Day/ updating notice board/ talking to suppliers re group discounts.

Sub-groups

The association can set up sub groups as required, e.g. to hold an open day, a sub group can be set up which can have members form the broader association and not just the committee.

Approved by Allotment Association meeting on the 23rd July, 2019.

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Signed by *Carmel Greave* ***Date*** *23rd July 2019*
Senior Executive Officer