

# Questions and Answers

## The AGM

Q1. What happens at the AGM?

A. We agree what went well and what went badly in the previous year, we elect the committee to run the group for the coming year, and plan what we want to do in that year.

Q2. Who is invited to the AGM of City Synergy?

A. All members and volunteers are invited and can take part in the meeting. If a vote is taken, only paid up members can vote.

## Management Committee

Q3. What is the management committee?

A. The management committee are members elected to deal with running the group based on the ideas and plans set at the AGM. City Synergy has a chair, secretary and treasurer plus up to 5 members. They may also choose to ask up to 4 others (usually sighted volunteers) to support them in the work.

Q4. Who can stand for election to the committee?

A. People over 18 who have been members of City Synergy for at least 6 months can be elected to the management committee. Existing members of the committee stand for re-election if they want to stay on the management committee. To become a committee member, you need two people to put your name forward at the meeting (a “proposer” and “seconder”) and there is a then a vote on which you need to get a majority of people agreeing

Q5. Who was on the committee for 2004?

The committee elected in 2004, and who will serve as the current committee up until the AGM are:

- Mick Etheridge (Chair)
- Paul Gillett (Secretary)
- Chris Dutton (Acting Treasurer)
- Diane Marks
- Christine Laurence

At the start of the year, Christine Laurence was elected Treasurer, but she stood down when she moved to London.

The Management Committee also had support from the following volunteers:

- Valerie Mainstone
- Jonathan Dutton
- Andy Cross

Q6. What is required of a committee member?

A. As City Synergy grows, the job that the management committee does will change. In our first year, we got things set up. In our second year we developed policies for smooth running, planned a more ambitious programme, and thought about how we could help former LeisureLink members following the closure of their project. The job of the management committee in the third year will be discussed at the AGM, but it will probably involve:

- Planning activities
- Increase our membership with vision impaired members from a wider range of backgrounds
- Work with other groups and the community to spread awareness of vision impairment
- Improve our appeal to younger members
- Generate a more stable income

A good committee consists of people with a range of skills and interests. Commitment, enthusiasm and a few ideas plus an ability to work as part of a team and to retain

confidentiality are the sort of things that are important. Training and support will be made available as necessary.

In 2004, the committee met approximately every 6 weeks for a couple of hours in the evening.

Q7. What sort of issues are dealt with by the committee

A. Last year, based on ideas agreed at the AGM, the Committee:

- Planned a programme of activities
- Successfully submitted bids for funding
- Developed policies on volunteers, equal opportunities and health and safety;
- Arranged insurance

Q8. What should I do if I am interested in standing for election to the committee?.

A. You can put your name forward on the day of the AGM (ask 2 other members to “propose” and “second” you), or you can indicate let Mick, or any other member of the current management committee know in advance that you wish to stand. You can talk to any member of the current committee to find out what is involved.

## **Policies**

Q9. Why do we need the policies?

A. Policies serve two main purposes

- 1) They are there to protect members and volunteers
- 2) They show our funders and other interested parties that we are a responsible organisation.

Q10. Can I have the policies in another format?

A. Yes, certainly. Please ask if you would like the policies on audio tape or Braille, we would also be happy to talk through the policies if you would prefer.

Q11. What will happen regarding the policies at the AGM?

A. It would take too long to read them all through at the meeting so we will just provide a brief overview and give members a chance to ask questions and then vote whether to accept them.

Q12. Can a policy be changed once agreed?

A. The committee will regularly review the policies to ensure they remain relevant, members can also ask for changes at an AGM or in exceptional circumstances at a Special General Meeting.

Q13. What if I have any other questions?

A. Please ask any of the current committee.