

# TERMS OF REFERENCE & CONSTITUTION

Cahersiveen Community & Business Alliance

## Abstract

This document sets out the objectives of The Cahersiveen Community and Business Alliance and the terms by which it is governed.

CAHERSIVEEN COMMUNITY  
AND BUSINESS ALLIANCE

  
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This document sets out the Objectives, Terms of Reference and Constitution of The Cahersiveen Community and Business Alliance (herein after referred to as the “The Alliance”)

### **Vision Statement:**

To endeavour to develop and protect the social, cultural, economic, environmental and natural resources of Cahersiveen and to oversee the implementation of sustainable activities that meet the needs of all in our community

### **Mission Statement:**

“Facilitate, Communicate & Represent - always with Muinín (positive confidence)”

## **1. Scope**

The Alliance does not exist to replace any existing community or business organisations. Its main purpose will be to act as a facilitator to provide an open platform of communication to enable community groups and businesses to engage and share their ideas and strategies with one another and to provide any necessary support where the need arises. The Alliance will predominately represent the town and its immediate surrounding environs but will also endeavour to work with businesses and community groups throughout the greater Iveragh peninsula for the betterment of the entire area.

The Approach is to be Inclusive, Collaborative and Useful to advance the purposes of the Alliance

## **2. Aims**

The involvement of business and community groups and individuals in the promotion of the economic, social, cultural and environmental welfare of the whole community.

Ensure Stakeholder engagement, shared ownership and commitment to the recommendations in the Socio-Economic Plan for Cahersiveen 2019 -2023 and other relevant Policies/Plans/Opportunities.

To represent the town in dealings with the statutory bodies and other agencies in seeking, when considered necessary, technical, financial (including financial aid, grant applications and submissions ) and other assistance in the promotion and development of the town as One Voice

To set up working groups to develop initiatives and projects as identified by the alliance

To provide a communications and networking structure amongst businesses, community groups and individuals

Identify credible initiatives and projects aligned to national, regional and local development strategies and funding supports.

To promote active citizenship, community engagement, collaboration and resource sharing in project planning and development.

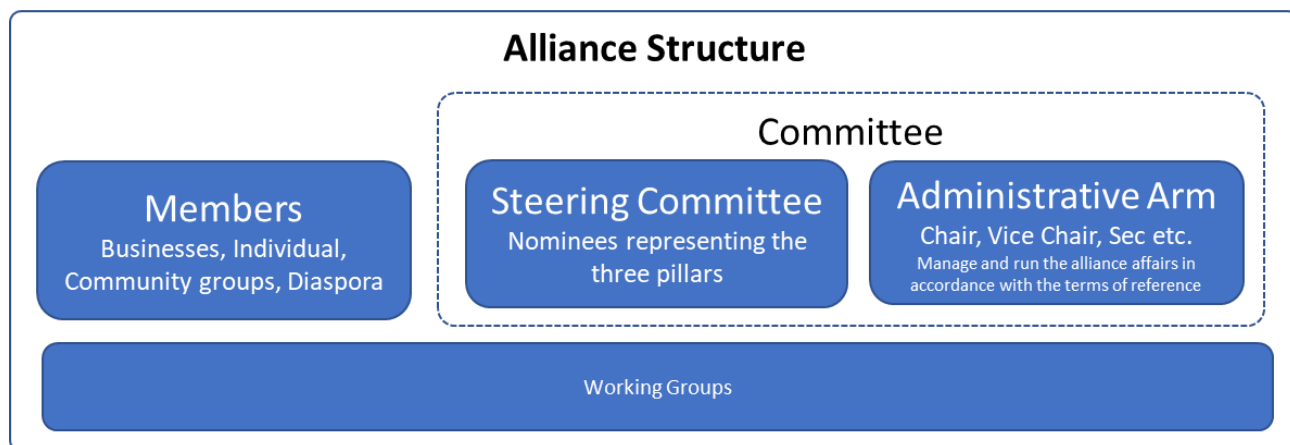
### 3. Organisation

The Alliance will be an unincorporated entity and consist of the following;

The Broad Membership of the Alliance

The Alliance Committee (consisting of)

- Executive (administrative arm)
- Steering Committee members



- a) The Alliance will be governed by an Executive Committee which shall be elected at the Annual General Meeting.
- b) The Executive Committee is charged with the responsibility for the management of the business and affairs of the Alliance including duties as set out in this document.
- c) The Executive Committee must be registered members of the alliance and consist of a minimum mandatory four elected officers consisting of the Chairperson, Vice-Chairperson, Secretary and Treasurer. Additional officer positions may be created as put forward and adopted at the AGM.
- d) Positions on the Executive Committee shall only be held for a maximum period of 3 consecutive years.
- e) The Steering committee must be registered members of the alliance and consist of nominated individuals from the following three pillars
  - Economic Development
  - Social & Community
  - Built, Natural and Cultural Environment
- f) Nominations for the Steering Committee will be put forward and adopted at the AGM.
- g) Working groups will be established to implement specific actions and projects as nominated and agreed by the Alliance Committee.

## **4. General Membership**

The following membership categories will apply

- Businesses
- Community groups
- Individuals
- Diaspora

Membership is open to any category listed above subject to the right of the Committee to refuse an application for membership without disclosing any reason. The annual subscription fee and schedule shall be set by the Committee. The annual subscription fee for members joining mid schedule shall be calculated on a pro-rata basis.

## **5. Meetings**

### **5.1. Annual General Meeting**

- a) The purpose of the Annual General Meeting is to facilitate a meeting of members during which matters of general business of the Alliance is discussed and shared and the election of officers to the Executive Committee and nominations to the Steering Committee are put forward ratified.
- b) The Annual General Meeting shall be held annually on a date pre agreed by the Alliance for which 21 days' notice must be given accompanied with a proposed Agenda
- c) The AGM take place within 12 months of the previous AGM
- d) Only persons who are registered members will be allowed to vote on the election of officers at the AGM.
- e) All members of the Alliance Committee must be present for the meeting to proceed.

### **5.2. Regular General Meetings**

- a) Regular General meetings are the mechanism by which the Alliance discusses and prioritizes it's work and progress throughout the year.
- b) General Meetings will be held at a time and venue predetermined and agreed by the alliance Committee. Typically, they should occur at least once monthly
- c) General meetings will consist of the Alliance Committee members and any pre-determined and agreed invitees.
- d) Minutes from the previous meeting must be circulated at least 4 days prior accompanied with an agenda for the upcoming meeting
- e) A Quorum of at least half of the Alliance Committee is required for the meeting to proceed.

### **5.3. Special General Meetings**

- a) Special general meetings of the Alliance may be called on requisition to the Secretary signed by 10 members.
- b) No business shall be transacted at such meeting except that specified in the requisition for such a meeting or contained in the agenda issued by the secretary. Fourteen days' notice at least of the special general meeting shall be given to each member.

#### **5.4. Quarterly Townhall**

- a) The purpose of the quarterly townhall is to showcase the work of community organizations, individuals and working groups under the umbrella of the alliance.
- b) A Quarterly Townhall will be held in line with the seasons. Bealtaine (May), Lughnasa (August), Samhain (November), Imbolc (February).
- c) The meeting will be open to all Cahersiveen residents, businesses based in Cahersiveen and diaspora.
- d) Social Media and Traditional Channels will be used to notify people.
- e) The Agenda will be set a week in advance.

### **6. Finance and Funding**

#### **Finance shall be raised for to fund:**

- General operational, administration and management costs of the executive
- Research and planning
- Training and Capacity Building
- Identified Project Development

#### **Sources of finance may include but not be limited to;**

- Investment from members (a tiered investment structure to be agreed)
- Identified Grant Aid
- Social Finance
- Sponsorship
- Philanthropy
- In Kind Supports (voluntary time, equipment, services etc.)
- Members Investment (allocation of marketing budget) - Sliding Scales
- Grant Aid
- Employment Schemes
- Placements
- Fundraising
- Sponsorship

#### **6.1. Financial Procedures**

- a) All funds of the Executive shall be deposited as soon as possible after receipt in such a bank as the Executive may, by resolution, designate, and all cheques issued on behalf of the Executive shall be signed by the Treasurer and countersigned by the Chairman or Secretary.
- b) The Executive shall have power to borrow and to lend, and to pledge and accept pledge of assets as security for same.
- c) The financial year of the Executive shall end on the 31st December each year, to which date the accounts shall be balanced, and a written statement presented to the Annual General Meeting.
- d) All financial and reporting criteria required by funding organizations must be adhered to.

## **7. Communications**

The following means of communication will be utilised to promote the ongoing work of the Alliance

### **Internal**

- Website
- Social Media
- Mailing Lists
- Local Notes

### **External**

- External Communications with stakeholders
- Networking and collaboration
- Continue to develop communication channels
- Continue to build relationships
- Social and Traditional Media
- Community Engagement (e.g. Quarterly Tionól townhalls)
- Interaction with local Government
- Interaction National & European agencies

## **8. Complaints**

All complaints must be made to the Secretary, in writing, who will submit same to the Committee.

Should the conduct of a member be deemed to be injurious or damaging to the good name, character or interest of the Alliance, a disciplinary sub-committee of the Committee comprising of at least 3 members of the Committee (the “Disciplinary Sub-Committee”) shall, having first made known in writing the nature of the allegations to the offending member, call upon such member to give an explanation within seven days for any such conduct. The explanation of the offending member may be in writing or at a meeting of the Sub-Committee called for such purpose. If any such member, having been called upon, fails to give such explanation or if the explanation so given shall be deemed to be unsatisfactory, the Disciplinary Sub-Committee may discipline the member by any means thought fit to include the right to suspend such member for a definite stated period from the Alliance or request such a member to resign. Should the member fail to resign he/she shall stand suspended from the date of notification.

## **9. Document Changes**

The provisions of this document may be altered by resolution of the Alliance at an Annual General Meeting provided details of the proposed alterations have been notified to the membership in writing by the Secretary at least 21 days before the AGM.