

THE FINDHORN VILLAGE CONSERVATION COMPANY

POLICY AND PROCEDURES

WORKING GROUP

Working Group - Policies and Procedures

- The Board will agree the Leader and structure of the Working Group including number of members. The Board can agree names of non-Board members to sit on the group.
- The Leader of the Working Group will contact any named non-Board member to invite them to join the group.
- The Leader of the Working Group will notify the Board of the final membership and of any subsequent changes.
- The Working Group will hold regular meetings all of which will be minuted with action points recorded, allocated and progress monitored.
- At each monthly Board meeting the Leader will present a report on project progress including any notable changes to the approved plan.
- Between monthly Board meetings the Working Group Leader must ensure that all group members are kept informed of, and in agreement with, any work required to progress the project.
- The Working Group has the authority to make decisions required to progress the project. Decisions should not be made by an individual.
- The Working Group will prepare an estimate of costs for the project and present it to the Board for agreement. Any subsequent additional cost of more than £100 must obtain Board approval. As part of the approval of estimated costs the Board will agree threshold for additional cost approval depending on the value of the project,
- The Working Group must seek a minimum of two estimates for any work costing in excess of £500 and obtain permission from the Board before proceeding. One estimate for under a £1000, two estimates up to £5,000 and three for up to £50,000. Larger projects will go through tendering process.

- Suggested changes to the project must be directed through the Leader for consideration by the Working Group.
- When the Leader of the Working Group is unable to carry out the management of any project (e.g. holidays, other commitments) they must inform the Board, arrange for another Director and group member to assume the lead role and brief the interim leader re all work to be undertaken.
- On return from absence the Leader must be fully briefed by the interim Director.
- The Working Group can ask a non-member of the group to carry out specific tasks based on their knowledge and experience.
- On completion of any project the Working Group Leader will present a summary on its management to the Board including budget spend/overspend, strengths and weaknesses etc. so that any necessary revisions to the procedures can be implemented.