

The Cotteridge Church
Terms of Reference
Older Adults Working Group

Aims and Objective

The Older Adults Working Group reports to the Community Services Committee and works on its behalf to oversee all Older Adults Services provided by The Cotteridge Church in pursuit of the following objectives:

1. Encourage the development of a range of services for Older Adults (people over 55 years old), such as the Day Centre
2. Encourage links between older adults who are members of The Cotteridge Church, users of the Pennine Way and users of other services based in the church buildings
3. Encourage the development of links with older adults in the local community (South West Birmingham)
4. Develop and maintain an older adults' policy for The Cotteridge Church

Membership

The Older Adults Working Group will consist of a minimum of five (5) members.

The Community Services Committee will appoint the Chair, Treasurer and remaining members to ensure that the minimum number is met and reflects the Older Adults Services provided by The Cotteridge Church. A minute secretary will be chosen by the Working Group.

Members will serve for a period of three years, commencing on the date of their first meeting of the Older Adults Working Group and cannot serve again for a period of one year after their term has expired, except if approved by the Community Services Committee.

Meeting Procedures

Meetings of the Older Adults Working Group will be held as required; these may be at the request of the Chair or the Community Services Committee.

A meeting of the Older Adults Working Group will not be deemed quorate unless a straight majority of members is present. A straight majority is deemed to be fifty one percent of the membership or the nearest whole number of members higher than fifty one percent.

In the case of a tied vote the Chair has a casting vote.

If the Chair is not present at the meeting an extraordinary Chair will be selected by majority vote of the members present.

The Chair is responsible to ensure that:

- The Older Adults Working Group meets its Terms of Reference.
- An agenda and papers for each meeting of the Older Adults Working Group is set and distributed at least one week before the date of the meeting.
- Membership periods are monitored.
- A Report is provided to the Community Services Committee every two months on the status of the objectives of the Older Adults Working Group and any decision required from the Community Services Committee, ensuring any required decisions are accompanied by a description of the need for decision and any financial, staffing or volunteering impact. The report should be presented in a format standard for all WGs, agreed by JCC.

The Minute Secretary is responsible to ensure that:

- Minutes are taken of all the Older Adults Working Group meetings, and then distributed to the Working Group's members.

The Cotteridge Church
Terms of Reference
Older Adults Working Group

The Treasurer is responsible for:

- Submitting a budget to the Finance, Property and Management Committee for review (in turn to be ratified by JCC) before the beginning of each new financial year.
- Continuously monitoring performance against budget throughout the financial year and prepare financial updates to each meeting of the Older Adults Working Group.
- Submitting regular reports on performance against budgets to the Finance, Property and Management Committee, with a financial year end report for review (in turn to be ratified by JCC).

Finance

The Older Adults Working Group is authorized to raise monies to enable the pursuit of its objectives only.

Each year the Older Adults Working Group is required to prepare a budget including a breakdown of all key income and expenditure areas.

During the year, the Older Adults Working Group will regularly review the performance against budget and report to the Finance, Property and Management Committee (in turn to be ratified by JCC at financial year end).

Any decisions that have implications over more than one year should be approved by the Finance, Property and Management Committee (in turn to be ratified by JCC).

These Terms of Reference are authorised by

Chair of Community Services Committee

Date _____