



Management team operation and procedures

The aims of the Shed

Our shed provides a safe, supportive and friendly setting where you can socialise, learn new skills and hone existing skills by working alongside each other on our own projects, community projects and projects that raise funds for the Shed.

Working alongside the board of directors the management team is run by the members to ensure the smooth running of the workshops and the welfare and wishes of members.

All members are encouraged to express any suggestions or raise any concerns to a member of the team in advance of the next meeting.

Carrying out the aims - the team members have the power to:

- Create their own agenda
- Freely discuss any issue
- Make recommendations and requests to the board of directors
- Invite any other member to join them
- Create an additional role and fill it (with board approval)
- Call a General Meeting (via the company secretary) so that all the membership has the opportunity to make a decision if necessary.

Team membership to include the following:

- All Shed members with a formal role within the Shed
- Those running the workshops – the workshop coordinator, day supervisors, health & safety, maintenance and electrical safety roles, a green woodwork representative, as well as any in operational, marketing, sales, membership, events and community project roles.

Team meetings

- The team will hold at least 6 meetings each year
- Invite one director to join them if necessary
- Be quorate - A quorum is at least 4 members
- They may act by majority decision
- Minutes shall be kept for every meeting, that are available to all members, preferably within 2 weeks of the meeting
- Provide an environment where everyone feels free to talk and be listened to
- Respect the rights and decisions of participants
- Give all members adequate notice of a meeting and invite suggestions and issues
- Ensure adequate workshop cover if meetings are held during workshop sessions.

Note: Changes to the Constitution - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a not-for-profit group.

All requests and recommendation to the board to be made via the company secretary:
deanforestshed@gmail.com