



Volunteer roles

There are a range of volunteer opportunities that exist in our Shed. Apart from becoming a member you can choose to be more involved.

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.

The Board

The Shed is managed by the Board. The board currently consists of 4 Directors and the Secretary. All members of the board undertake to actively govern the organisation, directing and controlling the organisation through collective decision making.

The Management Committee

All the members are invited to join the Management Committee, where members can bring ideas and suggestions to the Board and influence the workings of the Shed.

Representation from the Board must be present to answer any questions, as well as the Treasurer, Health & Safety Officer, and any other positions held.

The MC will meet at least twice a year, including the AGM and all decisions require a two thirds majority.

The Company Secretary supports the Management Committee and can be deputised by the Membership secretary if position is held.

Annual General Meeting - AGM

The AGM must be held every year, within 4 months of the year end (March 31st). 14 days notice and the agenda must be given to all members:

- There must be at least 8 members present at the AGM and every member has one vote
- Minutes must be kept of the AGM
- The current board presents the annual report and accounts
- Current board members may retire at the AGM but otherwise will continue in position
- Members are invited to volunteer to become a Director (and any other position). The board will ask for volunteers prior to the meeting and assess suitability of candidate and vote
- Members can ask for termination of any board members appointment, this will go vote
- These rules must not conflict with this constitution or the law.



Management Committee Lead

Duties

- Lead the Management Committee and run the meetings with the assistance of the Secretary and Chair of the Board
- Arrange the meetings with the Secretary, ensuring adequate notice is given to all members
- Encourage members to attend
- Liaise with members and the Board over any issues
- Follow up any issues/actions from the meeting with the Secretary.

Qualities

- Dedicated to the organisation's cause and objectives
- Good communicator and listener
- A team-oriented approach to problem solving.

Your commitment

- At least 2 meetings a year
- Make time within shed workshops to approach other members.

