

JUNIOR YOUTH CLUB

MANAGEMENT COMMITTEE RESOURCE PACK

SECTION ONE

GOVERNANCE ARRANGEMENTS



**OUR LADY IMMACULATE
TOLWORTH**

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Section Two: Volunteers Pack

Section Three: Member / Operational Arrangements

APPENDICES: Forms and check-lists

The following forms are available on the Parish website: www.olionline.co.uk

- Complaints, Comments & Compliments Form
- Volunteer Registration Form
- Membership Application Form
- Temporary Member/ Visitor Application Form

The following forms/checklists are available from the Committee Chair

- Parental Consent Form for Trips
- Suggested Hall Floor Plan
- Health & Safety Incident Reporting Form
- Health & Safety Check List
- Risk Assessment Form
- Volunteer Registration Confirmation Letter (listing enclosures)
- Volunteer rota template
- Session Recording Sheet
- Parish Hall Hire Contract Form
- Late Collection Log & Letters

Junior Youth Club



Our Lady Immaculate Parish, 401/403 Ewell Road, Tolworth, Surrey, KT6 7DG

www.olionline.co.uk

About Us

The Junior Youth Club meets every other Friday night 7.15 – 8.45 pm during term time at Our Lady Immaculate Church Hall. The club is open to young people from OLI Parish in years 7 & 8. The Club aims to provide a safe place for the young people of our parish to meet up with friends, learn new skills and have fun.

The club offers a variety of activities which may include, table football, crafts, quizzes, team games and a tuck shop. The programme is informal, intended to give space for young people to enjoy themselves at the end of the week. We also aim to organise some “Theme Nights” during the year e.g. a film night or bowling trip.

We will encourage behaviour that supports our young people’s personal development and will promote the following values:

- Respect for others
- To accept personal responsibility for our actions
- To listen to others and take account of their views.
- To be honest and act appropriately at all times.

As places are limited attendance will be by member registration and a termly fee of £10. (£5 for siblings and in some circumstances free membership is offered). Priority membership will be given to children of OLI Parish. A few guest spaces are available and guests will be charged £1.50 per session, payable on the evening.

All the money we raise will go toward funding the weekly activities, theme nights and the purchase of equipment.

Leaders

The club is run entirely on a voluntary basis and consists of a Management Committee made from the founding members; Anne O’ Brien, Helen Emmett, Jackie Murphy, Julie Smyth & Alison Vigor.

Volunteer helpers support the management committee with the running of the club. All volunteers are subject to the Disclosure and Barring Service (DBS) checks in accordance with the diocesan safeguarding regulations.

If you would like to volunteer to assist the Youth Club on an occasional Friday evening we would welcome your support, please contact Alison Vigor, OLI Junior Youth Club Volunteer Coordinator in writing via the OLI Parish Presbytery or contact a member of the Management Committee during an evening session.

* Personal information will be kept strictly confidential

Our Lady Immaculate Junior Youth Club

CONSTITUTION



1. Name

The name of the club shall be **Our Lady Immaculate Junior Youth Club**

2. Club Objectives

The objectives of the club are:

- To meet once every two weeks on a Friday evening during term time.
- To help young people develop their team building, social and interpersonal skills in a safe place through a range of leisure activities.
- To promote a sense of belonging.
- To encourage each individual to work together.
- **To promote the club's four key values:**
 - Respect for others
 - To accept personal responsibility for our actions
 - To listen to others and take account of their views.
 - To be honest and act appropriately at all times.

3. Administration

The Club shall be managed by a committee of not more than 8 and not less than 4 persons elected annually at the Annual General Meeting (AGM). The club shall be managed and administered in accordance with this constitution by members of the Management Committee.

4. Membership

Membership of the Club shall be open to:

1. Parents or guardians of children who become members of the Junior Youth Club and where the child has paid the termly subscription.
2. Any volunteers supporting the work of the Club.
3. With the exception of junior members, every member shall have one vote.
4. The Management Committee may for good reason refuse or terminate the membership of any individual member, with the right of appeal to the Management Committee.

5. Management Committee

1. The Management Committee can be drawn from any of the following groups:
 - Honorary Officers (e.g. Parish Priest)
 - Parents of children who are current youth club members
 - Youth club volunteers

2. The Management Committee for the Club shall be elected at the Annual General Meeting, (AGM), unless an appointment is being made to fill a specific vacancy.
3. At the first Management Committee meeting, following the AGM the Management Committee shall appoint to the following positions:
 - Chair,
 - Treasurer
 - Secretary

Appointments shall take effect from the end of that meeting unless the appointment is being made to fill a specific vacancy.

4. All members of the Management Committee shall serve for one year only, but they may be re-elected or re-appointed.
5. Members of the Management Committee shall declare any interests in any decision and they will not take part in the discussion or vote on that matter.
6. Nobody shall be appointed as a member of the Management Committee who is aged under 16 years.
7. Every member of the Management Committee shall have one vote.
8. No person shall act as a member of the Management Committee whether on a first or subsequent appointment until after signing a declaration of acceptance of office and a willingness to act in accordance with this Constitution.
9. The Management Committee has the power to raise funds and to invite and receive contributions provided that the Management Committee conforms to any relevant requirements of the law.

6. Termination of membership of Management Committee

A member of the Management Committee shall cease to hold office if he or she:

1. Becomes incapable by reason of ill health or injury of managing and administering his or her duties.
2. Is absent without the agreement of the Management Committee for a period of six months.
3. Displays conduct that the Management Committee considers to be misconduct- examples of offences that could be regarded as misconduct are set out in the Code of Conduct for Volunteers and include dishonesty, theft, failure to follow the proper safeguarding or safer recruitment procedures, bullying and discriminatory behaviour.
4. Wishes to resign from the Management Committee during the year of office (this is only possible if sufficient numbers of the Management Committee remain in order to form a quorum when the notice of resignation is to take effect).

7. Meetings and Proceedings of the Management Committee

1. The Management Committee shall hold at least three ordinary meetings each year.
2. A special meeting may be called at any time by the “Chair” or by any three members of the Management Committee with a minimum of 21 days notice. The notice must state the business to be discussed.
3. The “Chair” shall act as “Chair” at the meetings of the Management Committee. If the “Chair” is absent for any meetings, the members of the Management Committee present shall choose a member to be “chair” for the duration of the meeting.
4. There shall be a quorum when at least one third of the numbers of the Management Committee or three members of the Management Committee, whichever is the greater, are present at a meeting.
5. Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question, but in the case of equality of votes the “Chair” of the meeting shall have a second or casting vote.
6. The Management Committee (on a rota basis) shall keep minutes of all meetings.
7. The Management Committee may from time to time make and alter rules relating to the operation of the Club, the summoning and conduct of their meetings and documents. No rule shall be made which is inconsistent with this constitution.
8. The “Chair” may in cases of urgency make decisions on behalf of the Management Committee. These decisions must be reported back to the Management Committee at its next meeting.

8. Accounts

1. The funds of the Club, including all donations and contributions shall be paid into an account operated by the Management Committee in the name of the Club at such a bank that the Management Committee shall decide.
2. All cheques drawn on the account must be signed by at least two authorised signatories.
3. Authorised signatories include the Chair, Treasurer or Secretary.
4. The Club shall operate on a “not for profit” basis and any funds belonging to the Club shall be invested only in furthering its objectives.
5. The Management Committee shall be responsible for and monitor;
 - The keeping of accounting records for the Club.
 - The auditing or independent examination of the statements of accounts of the Club as appropriate.
6. The Treasurer shall produce an annual report and accounts which will be delivered at the AGM.

9. Annual General Meeting

There shall be an annual general meeting of the Club which shall be held in the month of June each year or as soon as practicable thereafter.

1. Every annual general meeting shall be called by the Management Committee. The Secretary shall give at least 21 days notice of the AGM to all the members.
2. Nominations for the election of new members of the Management Committee must be in writing and with the Secretary of the Management Committee at least 14 days before the AGM.
3. Should nominations exceed vacancies on the Management Committee, election shall be by ballot. Should no advance nominations be made the Chair shall have the discretion to accept nominations at the meeting.
4. All members of the Club shall be entitled to attend the AGM and vote at the meeting to elect a new Management Committee.
5. Existing members of the Management Committee may stand for re-election for a further year.
6. The annual report of accounts will be presented at the AGM.

10. Dissolution

1. If the Management Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members. If the proposal is confirmed by a two thirds majority vote of those present and voting the Management Committee shall have the power to dissolve the Club. Any assets remaining after the payment of any debts and liabilities shall be offered to the Catholic Parish of Our Lady Immaculate, Tolworth.
2. A copy of the statement of accounts for the final accounting period shall be prepared and approved by the Management Committee.

11. Arrangements Until the First AGM June 2014

Until the first AGM takes place, June 2014 this constitution shall take effect, from:

The Management Committee will consist of the founding members whose signatures appear below.

Anne O' Brien.....Date.....

Helen EmmettDate.....

Julie Smyth Date.....

Alison VigorDate

Jackie MurphyDate

Management Committee Roles



The Chair

The Chair has three main elements to his/her remit as follows:

1. Assisting with the managerial direction of the Junior Youth Club.
2. Planning and running meetings.
3. Acting as spokesperson/figurehead

The Treasurer

The Treasurer also has three main areas of responsibility:

1. Keeping an overview of the finances of the Junior Youth Club.
2. Reporting into committee meetings.
3. Making sure the Junior Youth Club has the right financial policies and procedures in place.

The overall responsibility for financial management lies with the whole committee. Therefore, a key part of the Treasurer's role involves reporting to the management committee on finances.

The Secretary

The Secretary's main responsibilities are:

1. Supporting the administration & governance arrangements of the Junior Youth Club.
2. Facilitating and supporting committee meetings.

The Secretary also has specific duties in relation to notifying members about Annual General Meetings

In addition to the above key roles, other roles within the Management Committee could include:

Volunteer Coordinator

1. To receive volunteer applications and act as point of contact
2. To coordinate the appointment process including DBS checks
3. To manage the volunteer rota & provide direction to volunteers at each session

Pastoral Support

1. To liaise with the Parish Priest on pastoral matters
2. To research suitable websites and source relevant material
3. To co-ordinate the prayer session.

Other Activities include:

1. Stocking and managing the "Tuck Shop"
2. Co-ordinating "Arts & Crafts"

Equalities Statement



Our Lady Immaculate Junior Youth Club Management Committee is committed to equal opportunities in appointing committee members and helpers and strives to recruit the best person in each position.

All positions are voluntary.

The Junior Youth Club Management Committee is committed to achieving an environment which actively promotes equality of opportunity and freedom from discrimination on the grounds of;

- age,
- gender,
- marital status,
- disability,
- social-economic background,
- health,
- sexual orientation,
- colour, race and ethnic or national origin.

Child Protection & Safe Guarding Statement



Our Lady Immaculate Junior Youth Club Management Committee is committed to creating and maintaining the safest possible environment for children. We do this by:

- Recognising that all children and young people have the right to freedom from abuse.
- Requiring that those who have access to children and young people have undergone the Disclosure and Barring Service checks and that all volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children and young people in their care.
- No volunteer will have unsupervised access to children until the completion of all the checks and references have been taken up.
- Responding swiftly and appropriately to all suspicions and allegations of abuse.
- Regularly reviewing the effectiveness of our Child Protection Policy in conjunction with the Parish Safeguarding representative.
- Participating in and encouraging attendance at any safeguarding training offered to volunteers by the Parish/Diocese.
- It is the policy of Our Lady Immaculate Junior Youth Club to safeguard the welfare of all children/young people by protecting them from physical, sexual and emotional harm.

See Parish website WWW.olionline.co.uk under safeguarding for more details and contact information.

Health & Safety Policy Statement



Our Lady Immaculate Junior Youth Club recognises the requirement to ensure so far as is reasonably practicable that:

1. All volunteers, club members, guests and other people associated with the Club are not exposed to risk to their health and safety.
2. Junior members participating in Club activities are not exposed to unnecessary risks to their health and safety.
3. Members of the public and visitors or persons providing services to the club are not exposed to unnecessary risks.

The overall responsibility for health and safety management on Club Nights is vested with the Co-coordinator. He/she will be supported by a named management committee member as stated on the **helper's rota**. All health & safety incidents must be recorded on the appropriate **Health & Safety Incident Reporting Form**.

Our Statement of General Policy is:

- Adhere to the health & safety policy of the premises.
- To conduct activities to the standards of any health & safety policies, procedures and risks assessments issued by the club.
- Adhere to the fire regulations of the premises
- Ensure, that in respect of indoor/outdoor activities organised by the Club, that appropriate activities are risk assessed so that as far as is reasonably practicable to minimise risk.
- To consult with the Management Committee on matters affecting health & safety.
- To ensure safe handling and use of substances
- To maintain safe and healthy working conditions, by completing a **health & safety checklist** prior to the Youth Club commencing each session.

Our Lady Immaculate Junior Youth Club Management Committee believes that procedures for health & safety and providing a quality service go together and reaffirms that safety is a major consideration in all aspects of its activities. To achieve this, the Management Committee will:

- Provide information, instruction and supervision for all volunteers and helpers.
- Ensure that all leaders and helpers are competent to do their tasks.
- Provide all leaders and helpers with training as appropriate.

This Health & Safety Policy will be reviewed at the AGM or after any major change affecting the club working. A copy of this statement will be readily available on OLI Parish website.

Signed:.....Date.....

Chair of OLI Junior Youth Club

Complaints, Comments & Compliments



Any parent, who wishes to make a complaint, comment or compliment about any aspect of the management or operation of OLI Junior Youth Club, should in the first instance put this in writing to the Chair of OLI Junior Youth Club Management Committee. The Chair will then discuss with the Management Committee at the next available meeting and the decision will be reported back to the parent.

In order to assist this process a form is available to download from Our Lady Immaculate Parish website: www.olionline.co.uk

Completed forms should be returned to the OLI Parish Presbytery clearly marked for the attention of the "OLI Junior Youth Club Chair".

Finance Policy



This Finance Policy sets out the Management Committee's responsibilities in controlling and monitoring the finances of Our Lady Immaculate Junior Youth Club. This Policy will be reviewed at the Annual General Meeting (AGM).

The funds of the Club, including all donations and contributions shall be paid into an account operated by the Management Committee in the name of the Club at such a bank that the Management Committee shall decide.

Membership Fees

The level of membership subscription and nightly charges will be agreed by the OLI Junior Youth Club Management Committee.

Membership subscriptions will be due at the beginning of each term. The current membership fee will be as follows:

- £10 per term for full members
- £5 per term for full sibling members
- £1.50 per session for guest visitors.
- In addition in some circumstances free membership is available.

If you get any of the following support payments your child may be entitled to receive free membership:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Please speak to a member of the management committee if you require further information. All information will be kept in strictest confidence.

Income and Expenditure

Main Account

Signatories to the Main account will comprise:

- Three members of the Management Committee to include the Chair, Treasurer and Secretary.
- Any two to sign

Income

The Management Committee has the power to raise funds and to invite and receive contributions provided that the Management Committee conforms to any relevant requirements of the law.

All income will be paid into the main account.

Expenditure

The Club shall operate on a “not for profit” basis and any funds belonging to the Club shall be invested only in furthering its objectives.

Funds will be used to pay for items to support the operation of the Junior Youth Club Programme within the budget approved by the Management Committee.

Payments in connection with the above will be delegated to the designated signatories up to a level of £100 per item. Any single item of capital expenditure over £100 will be approved in advance by the Management Committee. All other expenditure below £100 will be reported to the Management Committee as part of the budget monitoring process.

The Chair will be able to make decisions in cases of urgency.

Funds raised by members will be added to the youth club budget and expenditure will be agreed by the Management Committee.

Petty Cash

A float of £40 will be held by the Treasurer and expenditure from this fund will be reimbursed by the Treasurer on the production of receipts or petty cash slips which have been countersigned by a designated signatory.

The level of the float will be agreed by the Junior Youth Club Management Committee.

The float may be used to purchase ad hoc items such as cleaning materials etc.

Funds can be collected from the bank by the Treasurer, Chair or Secretary.

Budget Monitoring & End of Year Accounts

The Management Committee shall be responsible for and monitor;

- The keeping of accounting records for the Club.
- The auditing or independent examination of the statements of accounts of the Club as appropriate.

The Treasurer is responsible for maintaining and producing regular budget monitoring. A spreadsheet of Income against projected & actual expenditure should be provided to the Management Committee at its regular meetings.

The Treasurer is responsible for producing the end of year accounts which will be presented at the AGM.