



Rotherham Carers Forum

Constitution of Rotherham Carers Forum

May 2023

1. Name

The name of the Group shall be 'Rotherham Carers Forum'.

2. Aims

The aims of the group shall be to:

- a. Provide a forum and a 'voice' for informal and family carers (unpaid) who live in Rotherham (or who care for people living in Rotherham) – forthwith referred to as 'Carers'.
- b. Provide opportunities for Carers described to share and compare experience of caring – both positive and negative.
- c. Provide opportunities for Forum members (Carers) to link with other Carer Forums and Carer Support Groups – around different aspects, projects, themes and issues associated with informal caring.
- d. Establish a 'virtual' (electronic) community (via an email group, a Forum website with various notice/discussion boards, also via social media) where experiences, views and information can be shared and discussed.
- e. Enable a two-way exchange between Forum Members (Carers) and relevant related professionals, bodies and organisations (including the

Local Authority, Hospital Trusts, the local Integrated Care Board, the local HealthWatch, national and local voluntary organisations, charities, businesses and the wider community etc.) in relation to specific issues, developments and shared projects.

- f. Utilise the knowledge and life experience of former carers to best support the informal carers of the town.

3. Powers and Responsibilities

In order to achieve its aims the Forum may:

- a. Raise money through grants, donations, awards, fundraising activities and if it becomes necessary, through subscriptions.
- b. Open and manage a bank account (or accounts).
- c. Take out insurance
- d. Employ staff (should that become a future option).
- e. Organise meetings, events and training/therapy courses.
- f. Work with similar groups to exchange experiences, information and advice.
- g. Do anything that is lawful which will help it to fulfil its aims.

4. Forum Membership

- a. Membership of the Group shall be open to any informal and/or family carer as described in 2a. or any carer representing a carer support or social group located in the Rotherham area who is interested in helping the Forum to achieve its aims, willing to abide by the rules of the Forum This and willing to pay any subscription agreed by the management committee. An unpaid carer is not paid by a organisation or family member to carry out the care to the individual.
- b. Membership shall be available to anyone without regard to the lawful protected characteristics as defined by the Equality Act (2010).
- c. Members will be free to take a break from active participation or leave at any point should they wish without prejudice.

- d. The membership of any member may be terminated with good reason by the management committee but the member has a right to be heard by the management committee before a final decision is made.
- e. Former carers will be welcome as non-voting associate members to ensure current members may benefit from their counsel and experience.

5. Management of the Forum

- a) The Forum shall be managed by a management committee responsible for the everyday running of the Forum elected at the Annual General Meeting.
- b) The management committee will consist of a minimum of three and a maximum of ten members, including a chair, secretary and treasurer. If a member of the organisation expresses an interest in one of the posts they must be nominated and seconded by two other members. Where more than one person is nominated it will be put to a vote (one vote per full member).
- c) The management committee will be drawn from the full membership. The management committee will have the power to co-opt a maximum of two associate members onto the management committee

6. Duties of the Officers

The duties of the Chairperson shall be to:

- Chair meetings of the Rotherham Carers Forum and Forum events.
- Ensure the meetings of the group are run efficiently, effectively and fairly.
- Represent the Forum at events/meetings that the Forum has been invited to.
- Act as a spokesperson for the Forum when required.
- Assist the Secretary to prepare an agenda for meetings.

The duties of the Vice Chair shall be to:

- Chair meetings of the Rotherham Carers Forum and Forum events in the absence of the Chairperson.
- Represent the Forum at events/meetings that the Forum has been invited to in the absence of the Chairperson.

- Ensure the meetings of the group are run efficiently, effectively and fairly in the absence of the Chairperson.
- Act as a spokesperson for the Forum when required in the absence of the Chairperson.

The duties of the Secretary shall be to:

- Take and store minutes of all Rotherham Carers Forum meetings and summary notes of Forum events.
- In consultation with the Chairperson, prepare the agenda for meetings and a programme of any Forum events.
- Book a suitable meeting place and inform other members about the meetings.
- Confirm with invited speakers the date, place and time of the meeting and ask if they have any special requirements.
- Deal with correspondence including electronic communications.
- Collect and circulate any relevant information with the Forum.

The duties of the Treasurer are to:

- Supervise the financial affairs of the Forum.
- Keep proper accounts that show all monies received and paid out by the Forum.
- Manage a 'petty cash' system.
- Prepare and present an annual statement of audited accounts to the Annual General Meeting.

7. Finance

- a. All monies obtained by or on behalf of the Forum and its associated activities shall be used only by the Forum and for no other purpose.
- b. Any bank accounts opened for the Forum shall be in the name of 'Rotherham Carers Forum'.
- c. Any cheques issued shall be signed by two of the three nominated signatories.

- d. The Forum shall ensure that its accounts are audited or independently examined every year.
- e. The Forum may pay reasonable out of pocket expenses including previously authorised abnormal travel costs to Rotherham Carers Forum members and those undertaking specific pieces of work on behalf of the Forum, so far as can be afforded within the limitations of Forum funding.
- f. The Forum will operate a Petty Cash float. This will be a small amount of money available for paying small expenses e.g. bus fares, refreshments, volunteer expenses without writing a cheque. In order to keep accurate records of how Petty Cash monies are spent, the Treasurer will record all Petty Cash transactions in a Petty Cash Book where all items purchased from this float are listed.

8. Annual General Meeting

- a. The Forum shall hold an Annual General Meeting (AGM).
- b. All Forum members shall be given at least fourteen days' notice of the AGM via social media platforms, the press and local community groups and shall be entitled to attend and vote.
- c. The business of the AGM shall include:
 - I. Receiving a report from the Chairperson on the Forum's activities over the year.
 - II. Receiving a report from the Treasurer on the finances of the group, and including the audited accounts of the group.
 - III. Ratifying (or electing when necessary) a new committee.
 - IV. Consider any other matter as may be decided.

9. General Meetings

- a. There may also be General Meetings (excluding the AGM) each year – these may coincide with Forum events.
- b. During these meetings, all Forum members shall be entitled to attend and vote (when necessary).
- c. Where voting results in a tie, then the Chair shall have the final say.

10. Special General Meeting

A Special General Meeting may be called by the management committee or a minimum of ten Forum members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All Forum members shall be entitled to attend and vote.

11. Alterations to the Constitution

Changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

12. Dissolution

The Forum may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group or Forum with similar aims, as agreed by the Forum members.

Constitution of Rotherham Carers' Forum

May 2023