

# BELCONNEN COMMUNITY MEN'S SHED



# CHARTER

Approved 1<sup>st</sup> May 2016

## **Suggestions for Amendments**

# CHARTER OF THE BELCONNEN COMMUNITY MEN'S SHED

## NAMES and AUSPICING BODY

1. The Belconnen Community Men's Shed, hereafter referred to as "BCMS" or simply as the "Shed", is an outreach program of Mosaic Baptist Church (ACT).

Mosaic Baptist Church (ACT) is a registered trading name of Belconnen Baptist Church Incorporated.

Belconnen Baptist Church was initially established in the early 70's and was later incorporated as an Association within the ACT, complying with the Associations Act and registered as Belconnen Baptist Church Incorporated. BBC Inc. acts as the "auspicing body" for BCMS.

## OBJECTIVES

2. The objectives of the BCMS are to:
- Provide men, with a safe haven where they can relax and enjoy each others company in a non-threatening environment, and
  - Give the men attending the shed the opportunity to undertake a hobby, or activity and enjoy light refreshments.

## DEFINITIONS

3. **Majority** – A majority decision will be determined by more than 50% of votes of attending financial members, with the additional requirement of a caveat of a quorum to ensure probity. Two exceptions are dissolution of the BCMS and changes to this Charter – see rules.
- Quorum** – Any two of the President, Shed Manager, Secretary and Treasurer plus two other committee members shall make a quorum.

## MEMBERSHIP

4. BCMS is to operate in an open non-denominational manner. Men attending BCMS will be encouraged to appreciate and respect the values and beliefs of other men attending BCMS.

5. New men wishing to join BCMS are to be accepted as bona fide and encouraged to become members. Induction should occur as soon as possible so that new men are fully informed of their rights and responsibilities, the Rules of the Shed and the need to respect the vision and values of the "auspicing body".

6. Membership Fee of \$50 per annum to be paid on acceptance of membership. The Committee will have discretion to set aside this fee should a member's financial circumstances merit that consideration. It is contingent on a member to provide evidence of their circumstances for consideration. A member's privacy must be respected.

### **FINANCES**

7. The finances of BCMS will be managed according to the following principles:
- BCMS is to operate as a “not for profit” out-reach program of its “auspicing body”.
  - BCMS may make a contribution towards the costs borne by the “auspicing body” in regards to the operation of the shed. This includes insurance and utility expenses.
  - Any monies collected by BCMS members through donation or sale of items or any other source are to be paid direct to the Treasurer.
  - The Treasurer is responsible for all shed accounts.
  - The books must be audited annually.

### **MEN'S SHED COMMITTEE**

8. BCMS Committee, referred to as the Committee, is to comprise:
- The office-bearers of BCMS, and
  - No more than 3 general Committee members.
9. The Committee will meet on an as required basis to facilitate the needs of BCMS. The duties of the Committee are:
- Approve or reject any application for new membership.
  - Approve or reject any application for a hobby or activity.
  - Oversee the purchase of new tools and equipment.
  - Make recommendations to BCMS members in respect of new projects and/or activities.
  - For good and sufficient reasons, issue a member with a caution or warning for a minor breach of BCMS rules.
  - For good and sufficient reasons, terminate the membership of a member for a major breach of BCMS rules.
  - Setting and/or amending operating times of BCMS.

### **SIGNAGE**

10. The following attention to signage is mandated for BCMS:
- BCMS is to be well signed externally to promote the shed in the community.

- Appropriate Work Health and Safety signs are to be erected in areas where power tools or dangerous equipment is to be used.

### **MEETINGS**

11. The Committee shall formally meet quarterly during the year, with one meeting that includes the AGM, at times and places as specified by the Committee. Additional meetings of the Committee may be convened by any member of the Committee.
12. BCMS is to hold an Annual General Meeting on the first Saturday of August each year to elect the Committee.

### **COMMITTEE OFFICE-BEARERS**

13. The office-bearers of BCMS shall be:
  - President
  - Vice President
  - Shed Manager
  - Secretary
  - Treasurer
  - Work, Health and Safety (WH&S) Officer
  - Property Officer
  - e News and IT Officer
  - Membership Coordinator
14. Each member of the Committee shall, subject to this Charter, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.
15. In the event of a vacancy in the membership of the Committee, the Committee may appoint a member of BCMS to fill the vacancy and the member so appointed shall hold office, subject to this Charter, until the conclusion of the AGM next following the date of appointment.

### **ELECTION OF OFFICE BEARERS**

16. Elections for the office-bearers and general Committee members are to be held annually. Committee members:
  - May stand for re-election for consecutive terms.
  - May hold a combination of roles if some Committee positions remain unfilled.
  - May delegate aspects of their position on an as required basis to other members.

- Must include at least two members, who are "members" of the auspicing body.

17. If an office-bearer's position is unfilled, the duties can be shared amongst other office-bearers, or general Committee members who volunteer to undertake either the full or part duties of the office-bearers position's role. Ratification of these arrangements by a quorum should take place as soon as possible.

### **PATRON**

18. This position is a non committee position and the person who holds this position must be endorsed by the Committee. The intent of the position is to have a person of influence who has made a significant contribution to the ACT in some aspect who can be called upon to represent and speak for BCMS when appropriate.

### **PRESIDENT**

19. Be responsible for BCMS overall operations.

- Liaise with the "auspicing body".
- Liaise with outside organisations that show an interest in the BCMS (e.g. corporations, charities, health-care professionals, government departments, church groups etc).
- Chair Committee and General Meetings.
- Meet visitors and explain shed functions.
- Be the person all media inquiries are directed to, in collaboration with the "auspicing body".
- Assist with defining activities, projects, recruitment and publicity.
- Oversee the management and co-ordination of all Welfare related activities of BCMS, in conjunction with the Committee.

### **SHED MANAGER**

20. Responsible for the day-to-day running of BCMS.

- Set the example and model correct safe working procedures and correct use of Personal Protective Equipment (PPE) to all Shed members.
- Set up and maintain appropriate policies and procedures (beyond WH&S requirements) for the effective running of the Shed.
- Provide a regular forum for communication and general discussion, and act to support the needs of Shed members, as expressed by members, either individually, or collectively.

- Provide recommendations to the Committee regarding the purchase and or maintenance of workshop equipment.
- Provide recommendations to the Committee regarding Shed improvements.
- Ensure the Shed is secured (locked) with power and lights off after each session.
- Ensure that the Shed is kept clean and tidy, with rubbish removed, spills promptly mopped up and that tools, etc. are put away at the end of each session.
- Ensure tools and equipment are maintained.
- Ensure that sufficient serviceable tools and equipment is available for workshop and community support activities.

### **VICE PRESIDENT**

- 21.** Understudy the President and:
- In the absence of the President, undertake the President's roles and responsibilities.
  - Oversee the management and co-ordination of all Fund raising related activities of BCMS, in conjunction with the Committee.
  - Encourage members to be pro-active with suggestions/ideas/problem solving.
  - Communicate/liaise with all Members on all matters of interest/importance, creating an atmosphere of "belonging" at the shed.
  - Be responsible for and maintain BCMS Attendance and Visitors Book,
  - Follow up on absent members, in monitoring welfare of Shed members, and offer support as required.

### **SECRETARY**

- 22.** Responsible for the "Office" requirements of BCMS.
- Prepare agenda and record minutes of all meetings.
  - Distribute minutes of all meetings to the Committee within fourteen (14) days of meetings, and minutes of AGM to members within twenty-eight (28) days of meeting.
  - Keep and maintain documents and files, with special attention to privacy requirements.
  - Receive, maintain and keep records of all relevant Inwards Correspondence and present copies of all at the next Committee meeting.

- Prepare and send relevant Outward Correspondence.
- Manage the Shed “Contact and Email” referring inquiries to the appropriate Committee members.
- Oversee the Membership Database.
- Liaise with the President and the Shed Manager to prepare a report about BCMS activities during the preceding year, for delivery at the Annual General Meeting.

### **TREASURER**

**23.** Be responsible for BCMS Finances.

- Maintain records of all income and expenditure in conjunction with the "auspicing body".
- Comply with the "auspicing body's" finance procedures, particularly in relation to purchase orders, invoicing and payments.
- Ensure records of acquittals for grant funds are accurately maintained.
- Prepare Budgets and forward estimates as required.
- Be responsible for petty cash and allocate committee approved purchase orders and re-imburement of receipts, as required.
- Prepare financial statements for each Committee/General meeting.
- Be responsible for collecting and banking morning tea donations, and other income.
- Make all payments authorised by the Committee in conjunction with the "auspicing body".
- Keep correct accounts and books showing the financial affairs of BCMS, in conjunction with the "auspicing body", with full details, including copies of all receipts and expenditure connected with the activities of BCMS.

### **PROPERTY OFFICER**

**24.** Responsible for the management of BCMS assets, in partnership with the Committee.

- Maintaining a comprehensive Property Register of:
  - i. fixed assets, power tools, and aids.
  - ii. essential non powered tools and aids (not consumable items).
- Ensuring all tools are clearly marked.
- Liaison with the Safety Officer to ensure any new tools purchased

- have the required Work Health & Safety signage displayed.
- Where required, ensure:
  - i. new assets are presented for Test & Tagging, and
  - ii. any “disposed of assets” are removed from Test & Tag Log.
- General maintenance of all equipment and tools listed in the Property Register:
  - i. Development and implementation of a program of ongoing maintenance and repairs that progressively increases the life cycle of significant assets.
  - ii. Plan and co-ordinate the year’s maintenance activities following consultation with the Shed Manager.
- Report activities of the portfolio, to the Shed Manager on a regular basis, and the membership at the Annual General Meeting.

### **WORK, HEALTH & SAFETY OFFICER**

**25.** Responsible for establishing and maintaining safe practices, processes and procedures for BCMS and it’s members, in partnership with the Shed Manager.

- Ensure that the risks to health and safety of Shed members are minimised.
- Ensure plant and substances are kept safe and properly used.
- Ensure that appropriate records of member’s safety awareness is recorded.
- Ensure operating instructions and appropriate safety procedures are displayed near each piece as Shed equipment.
- Ensure that adequate facilities are available for members’ and visitors welfare.
- Provide safe systems of work.
- Co-ordinate the provision of information, mentoring and supervision of members, in relation to use of tools and equipment used in the Shed.
- Oversee the mentoring activities in relation to induction of members in the use of Shed tools and equipment.
- Manage the Incident Management and Reporting process.
- Keep up to date with all current WH&S legislation.

*(Note: The WH&S Act specifies that persons in control of workplaces must ensure the health, safety and welfare of their employees and other people, this includes volunteers. Workplaces are described as premises where people (including volunteers) work. This means that the Shed*

*acts as the “employer” and must meet the same standard of safety as would be required if the members were it’s employees.*

### **e News AND IT OFFICER**

**26.** Responsible for e-Communication and IT management, in partnership with BCMS Management.

- Co-ordination, publication and distribution of BCMS e-Newsletters & e-Communication to members on a regular basis.
- Develop and maintain BCMS website, as an online place for; shed information and shed promotion to members, sponsors & general public.
- Ensure BCMS profile representation on “AMSA” and “The Shed Online” websites are kept up to date.
- Maintain BCMS IT and co-ordinate associated technology integration.
- Liaise with the “auspicing body” on “shared” IT networking and telephone system issues.
- Coordinate BCMS Skydrive access and use with the Committee Members.
- Assist with the planning and coordination of activities and events.
- Report activities of the portfolio, to the Committee on a regular basis, and the membership at the Annual General Meeting.

**Note:** At BCMS all formal (written & in person) Communication, Marketing and Publicity, is the responsibility of the President, with the support of the Secretary.

### **MEMBERSHIP COORDINATOR**

**27.** Responsible for the administration of new members and their smooth induction into BCMS activities.

- Follow up all inquiries regarding membership and provide information to prospective members.
- Ensure all new members complete the Membership Form and are referred to for machine accreditation.
- Collate member’s details as required, and input into the Shed member’s database.
- Co-ordinate the mentoring of new members until they are familiar with surroundings/other members, including introducing them to all Committee Members.
- Ascertain the interests/needs of new members and introduce them to like minded members.
- Monitor new members’ progress over their initial few months of membership. Liaise, as necessary, with Vice President.

### **GENERAL COMMITTEE MEMBER**

28. General Committee members shall perform such duties as the Committee from time to time may determine and assist in the furtherance of the objectives of BCMS in whatever manner the Committee determines.

### **ORDINARY MEMBER**

29. Responsible for the following to assist with the day-to-day running of BCMS.
- Abide by the Shed Charter, with specific attention to details in “The Men’s Shed Rules” referred to in Clause 36.

### **CHAPLAIN**

30. This general, non committee position, at BCMS, is to provide pastoral and practical support for members and their families by providing appropriate advice and encouragement, and by seeking to encourage members in their social, emotional and spiritual well-being. This service is made available by our “auspicing body” and is a voluntary service available to Shed members and their families; there is no obligation for members to avail themselves, or their families, of this service, but the Chaplain has additional resources available to him which may assist members in difficult circumstances, or he may refer members to other services as appropriate,

The specific services provided by the Chaplain include:

- Actively seeking opportunities to connect informally with members during morning tea and other informal shed occasions, offering help and advice and a non judgemental ‘ear’
- Working in support of members by developing relationships with them that lead to positive and Christian influences in their lives and in particular, at times of crisis, provide counsel and support
- Providing pastoral care of members which may include mentoring, coaching, referrals, family conferences, etc.
- Providing a link between the Shed, churches, community organisations, and professional agencies
- Referral of members and families for further assistance to other agencies from an extensive catalogue of professional health and welfare services.

- Assisting the Shed Manager in matters of sensitive communication with shed members and committee members to ensure effective and timely communication whilst taking into account the many issues faced in the shed environment.
- Building stronger relationships with community based organisations in the immediate community of the Shed such as churches, services, clubs, local council services, agencies etc.

**Note** If the “auspicing body” cannot suggest a suitable person as Chaplain, then BCMS may seek to appoint a suitable person from another church in the area.

### **OPENING**

31. The Shed will open when there is an approved activity and at other times subject to approval by at least two Committee members and after consultation with the “auspicing body’s” Executive Officer.
32. BCMS is to ensure that activities conducted are notified to the “auspicing body’s” Executive Officer so that possible Men’s Shed activities that may clash with Community Centre activities can be discussed/highlighted.

### **WRITTEN RECORDS**

33. All interviews, counseling and/or disciplinary action undertaken by the Committee are to be recorded in writing. A copy of any counseling is to be made available to the member being counseled and the member invited to provide a response prior to any final decision.
34. All members are to sign the attendance record each time they attend the Shed.
35. Minutes are to be kept of all:
  - formal meetings; and
  - external correspondence.

### **MENS SHED RULES**

36. The detailed arrangements and activities of the Shed shall be outlined by a set of rules and regulations which shall be prepared and implemented by the Committee, with the approval of the members. The current Shed Rules are attached as Attachment A.

## **CHANGES TO BCMS CHARTER**

37.

- 37.1 The BCMS Charter can only be amended by the Committee after consultation with shed members and must be ratified by the Board of the “auspicing body”.
- 37.2 A quorum (see definition) is required of the Committee to pass any proposed changes to the Charter document after consultation with the membership has occurred.
- 37.3 A minimum of two weeks’ notice must be given to members before a special meeting can be convened to amend the Charter and/or dissolution.

## **DISSOLUTION OF BCMS**

38.

- 38.1 The BCMS can be dissolved under two circumstances. The first will require a special meeting called by the BCMS Committee.
- 38.2 A quorum (see definitions) and a majority vote of two thirds of the registered BCMS members is required to pass a motion to dissolve BCMS.
- 38.3 A minimum of two weeks’ notice must be given to members before a special meeting can be convened to dissolve BCMS.
- 38.6 Any resolution to dissolve BCMS must be ratified by the “auspicing body’s” Board.
- 38.7 The second circumstance is, if the Shed's activities are inconsistent with the vision and values of the “auspicing body”, or if Shed activities/members bring the reputation of the “auspicing body” into disrepute. The “auspicing body’s” Board will issue a notice to the Committee who must respond in 28 days. The final decision will be the “auspicing body’s” Board to make, after consideration of the response by the Committee.

## **PROPERTY AND EQUIPMENT**

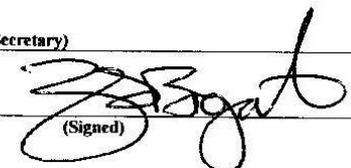
39. The land on which the Shed resides is legally the property of the “auspicing body”. In the event of BCMS being dissolved the following apply:-

- 39.1 Any fixed asset purchased for use by BCMS (ie the actual structure, toilets, furniture and fittings etc) is to remain the property of BCMS’s “auspicing body”.
- 39.2 Any tool, or piece of equipment, on loan to BCMS is to be returned to its rightful owner.
- 39.3 Any tool, or piece of equipment, which becomes surplus shall be gifted to another Mens Shed with similar objectives to that of BCMS.

**APPROVING AUTHORITIES**

- 40. This Charter document is duly approved and has legal standing when signed by the Secretary and Public Officer of Belconnen Baptist Church Incorporated and by any two officers of the BCMS Committee.
- 41. This Charter will be reviewed 12 months from the date of approval.

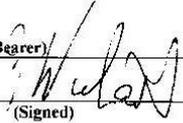
For BBC Inc.

(Secretary)  
  
(Signed) L. Bryant-Johnson (Printed Name) 1 May, 2016 (Date)

(Public Officer)  
  
(Signed) PHILIP DE VERO (Printed Name) 1 MAY 2016 (Date)

For BCMS

(Office Bearer)  
  
(Signed) G. L. COOPER (Printed Name) 21/5/16 (Date)

(Office Bearer)  
  
(Signed) Dean Wislart (Printed Name) 21/5/16 (Date)

## NOTES

