

# **BELCONNEN COMMUNITY MEN'S SHED CHARTER**

## **NAMES and AUSPICING BODY**

1. The Belconnen Community Men's Shed, hereafter referred to as "BCMS" or the "Shed", is auspiced by the Belconnen Baptist Church Incorporated, trading as Mosaic Baptist Church (ACT).

## **OBJECTIVES**

2. The objectives of the BCMS are to:
  - Provide men, with a safe haven where they can relax and enjoy each other's company in a non-threatening environment.
  - Give the men attending the shed the opportunity to participate in group activities, community projects, learn or share skills or undertake a hobby.

## **MEMBERSHIP**

3. BCMS operates in an open non-denominational manner. Men attending BCMS will respect the values, identity and beliefs of all other men attending BCMS.
4. 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 men are fully informed of their rights, responsibilities, and the Rules of the Shed.
5. An annual fee is to be paid on application for membership. The Committee will have discretion to set aside this fee should a member's financial circumstances require.

## **FINANCES**

6. BCMS is to operate as a "not for profit" out-reach program of its auspicing body.
7. The committee may authorise BCMS to contribute towards the costs borne by the auspicing body for operation of the shed.
8. The Treasurer is responsible for all shed finances, and all monies collected by BCMS are to be paid to the BCMS by approved processes such as EFTPOS or direct debit or deposit.
9. BCMS' financial records must be audited annually.

## **MEN'S SHED COMMITTEE**

10. BCMS Committee comprises of office bearers and general Committee members.
11. The duties of the Committee are:
  - Approve or reject an application for new membership that has been referred to the committee for consideration.

- 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.
  - Authorise the purchase of new tools and equipment.
  - Approve or reject any application for a project, hobby or activity that has been referred to the Committee.
  - Set membership fees.
  - Approve shed financial activities and spending of BCMS funds.
12. The committee must have 2 members who are members of the Auspicing body.
  13. All Committee members, Duty Officers and Web Master are to have a current working with vulnerable people registration issued by the ACT government.
  14. Each member of the Committee, Duty Officer and Web Master shall sign the Auspicing body document "Belconnen Community Mens Shed Code of Conduct".

## **COMMITTEE MEETINGS**

15. The BCMS Committee shall formally meet monthly at times and places as specified by the Committee.
16. Committee members may "attend" meetings in person, via video, or telephone.
17. Additional meetings of the Committee may be convened by any member of the Committee.
18. Any 2 of the President, Shed Manager, Secretary or Treasurer plus five other committee members shall make a quorum. In the event that the secretary is not present minutes must be recorded and sent to the Secretary.
19. A majority decision will be determined by more than 50% of votes of attending Committee members. In the even of a tied vote the motion shall fail.

## **ANNUAL GENERAL MEETINGS**

20. BCMS is to hold an Annual General Meeting during or near July each year.
21. For the Annual General Meeting, any two of the President, Shed Manager, Secretary and Treasurer plus 13 other financial members shall make a quorum.

## **ELECTION OF OFFICE BEARERS AND COMMITTEE MEMBERS**

22. Elections for the office bearers and general Committee members are to be held at the annual general meeting.
23. Members may be elected for consecutive terms.

24. Members may hold multiple office roles, except executive comprising the president, vice president and treasurer may only hold additional non executive positions.
25. In the event of a vacancy in an office role, the Committee may appoint a member of BCMS to fill the vacancy.
26. Each office bearer shall hold office until the election of new office bearers at the Annual General Meeting.
27. Office Bearers are encouraged to have one or more understudies, for succession planning and getting members more involved in running the shed.

## OFFICE BEARERS

28. The office bearers of BCMS are:

Role	Duties
President	<ul style="list-style-type: none"> <li>• Responsible for BCMS' overall operations and formal communications.</li> <li>• Liaising with the auspicing body and other organisations on behalf of the BCMS (e.g., AMSA, corporations, charities, health-care professionals, government departments, church groups, etc).</li> <li>• Responding to legal requests for information about the shed or shed members in collaboration with the auspicing body.</li> <li>• Managing all media inquiries in collaboration with the auspicing body.</li> <li>• Overseeing the management and co-ordination of all Welfare related activities of BCMS, in collaboration with the Committee.</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>• In the absence of the President, undertake the President's duties.</li> <li>• Assist the President and other Committee Members.</li> </ul>
Shed Manager	<ul style="list-style-type: none"> <li>• Coordinating day-to-day running of BCMS.</li> <li>• Coordinating, appointing, and training Duty Officers, subject to those Duty Officers appointed being agreed by the committee.</li> <li>• Maintain the "Duty Officers roles and responsibilities" document which will presented to the committee for agreement whenever the document is updated.</li> <li>• Setting up and maintaining appropriate policies and procedures for the effective running of the Shed.</li> <li>• Updating the jobs records and job sheets.</li> <li>• Responding to requests to undertake projects.</li> </ul>

Role	Duties
Secretary	<ul style="list-style-type: none"> <li>• Responsible for the “Office” requirements of BCMS.</li> <li>• Preparing agenda and recording minutes of all meetings.</li> <li>• Distributing minutes of all meetings to the Committee within 14 days of meetings, and minutes of AGM to members within 28 days of meetings.</li> <li>• Maintaining BCMS’ documents, files, and digital records with special attention to privacy requirements.</li> <li>• Receiving, maintaining, and recording all received correspondence and presenting copies to Committee meetings.</li> <li>• Preparing and sending relevant outward correspondence.</li> <li>• With the President and the Shed Manager preparing a report about BCMS’ activities during the preceding year, for delivery at the Annual General Meeting.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Responsible for BCMS Finances.</li> <li>• Maintaining records of all income and expenditure in collaboration with the auspicing body (including full details of all receipts).</li> <li>• Complying with the auspicing body’s finance procedures, particularly in relation to purchase orders, invoicing, and payments.</li> <li>• Ensuring records of acquittals for grant funds are accurately maintained.</li> <li>• Preparing financial statements for review at each Committee/General meeting.</li> <li>• Responsible for petty cash.</li> <li>• Responsible for collecting and banking income.</li> <li>• Making all payments authorised by the Committee in collaboration with the auspicing body.</li> <li>• Maintaining a register of key holders.</li> </ul>

Role	Duties
Safety Officer	<ul style="list-style-type: none"> <li>• Minimising the risks to health and safety of Shed members by establishing and maintaining safe practices, processes, and procedures for BCMS and its members, in partnership with the Shed Manager and Committee.</li> <li>• Ensuring equipment and substances are kept safe and properly used.</li> <li>• In association with the Shed manager ensuring induction and accreditation of members in the use of Shed tools and equipment.</li> <li>• Ensuring operating instructions and appropriate safety procedures are displayed near each piece of Shed equipment.</li> <li>• Co-ordinating the provision of safety information.</li> <li>• Overseeing the Incident/Accident Management and Reporting process.</li> <li>• Maintaining the first Aid kit, defibrillator, and records.</li> <li>• Arranging for first aid training of members.</li> </ul>
Property Officer	<ul style="list-style-type: none"> <li>• Responsible for the management and maintenance of BCMS' assets, in partnership with the Committee.</li> <li>• Maintaining a comprehensive Property Register of fixed assets, tools, and aids.</li> <li>• Ensuring new assets are "tagged and tested".</li> <li>• Ensuring tools and equipment are maintained.</li> <li>• Responding to offers of donations of tools.</li> <li>• Dispose of surplus tools and equipment through sale or contribution from the purchaser to Shed.</li> </ul>
IT Officer	<ul style="list-style-type: none"> <li>• Responsible for BCMS IT management.</li> <li>• Develop and maintaining BCMS' website, as an online place for shed information and shed promotion to members, sponsors, and the public.</li> <li>• Liaising with the auspicing body on shared IT networking and telephone system issues.</li> <li>• Coordinating BCMS's file management with Committee Members.</li> <li>• Maintain shed security cameras and alarm system.</li> </ul>

Role	Duties
Membership Officer	<ul style="list-style-type: none"> <li>• Responsible for membership administration.</li> <li>• Maintaining membership records, including printing members' badges with accreditation.</li> <li>• Maintaining the membership application forms to reflect current membership policy.</li> <li>• Responding to requests for information regarding membership</li> </ul>

29. The Code of Conduct applies to all members

## OTHER ROLES

### Duty Officer

30. This non-committee role is responsible for managing day-to-day operations of BCMS and is shared by many members. This role is critical for the safe operation of the shed and may be filled by any suitably competent and trained shed member regardless of their roles and responsibilities in the shed.
31. All Duty Officers are to have a current working with vulnerable people registration issued by the ACT government.

### Web Master

32. In association with the IT Officer, maintain and manage the BCMS website

## OPENING

33. The Shed will have regular opening hours for normal wood and metal working activities as well as for specialist activities, such as electronics, as approved by the committee.
34. BCMS is to notify the Auspicing body's Executive Officer of regular opening hours so that possible Men's Shed activities that may conflict with Community Centre activities can be managed.
35. A Duty Officer must always be present when the Shed is open for regular opening hours.
36. The shed may also be open on other occasions for work. On these occasions approval from a committee member is to be gained, one attendee is to have a key and understand the opening and closing procedures of the shed. There shall be at least two attendees and at least one of these will be accredited and current on the use of any tools being used.
37. The Committee will determine attendance limits at the Shed. These limits may cover situations of vulnerable members, carers, and health considerations.

## SIGNAGE

38. BCMS is to be well signed externally to promote the shed in the community.

## **MEN'S SHED RULES**

39. The detailed arrangements and activities of the Shed shall be outlined by a set of rules and procedures which shall be prepared and implemented by the Committee, with the approval of the members.
40. Shed rules are attached to this Charter.

## **CHANGES TO BCMS CHARTER**

41. 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.
42. A minimum of two weeks' notice must be given to amend the Charter.

## **DISSOLUTION OF BCMS**

43. The BCMS can be dissolved under two circumstances. The first will require a special meeting called by the BCMS Committee.
44. A quorum and a majority vote of two thirds of the registered BCMS members attending a special meeting is required to pass a motion to dissolve the BCMS.
45. A minimum of two weeks' notice must be given to members before a special meeting can be convened to dissolve the BCMS.
46. Any resolution to dissolve the BCMS must be ratified by the auspicing body's Board.
47. The second circumstance is, if the Shed's activities 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.
48. 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: -
49. Any fixed asset used by the BCMS (i.e., the actual structure, toilets, furniture, fittings, etc) is to remain the property of the auspicing body.
50. Any tool, or piece of equipment, which becomes surplus shall be gifted to another Men's Shed with similar objectives to that of the BCMS. Items unwanted by other Men's Sheds may be disposed of at the discretion of the Property Officer and President.

## **APPROVING AUTHORITIES**

51. This Charter document is duly approved and has standing when signed by the Secretary and Public Officer of Belconnen Baptist Church Incorporated and by any two officers of the BCMS Committee.

**For Belconnen Baptist Church Incorporated**

(Secretary)

(Signed) (Printed Name) (Date)

(Public Officer)

(Signed) (Printed Name) (Date)

**For Belconnen Community Men's Shed**

(Office Bearer)

(Signed) (Printed Name) (Date)

(Office Bearer)

(Signed) (Printed Name) (Date)