



**MANAGEMENT
COMMITTEE
HANDBOOK**

TABLE OF CONTENTS

02. WELCOME

03. OUR PRINCIPLES, STREAMS OF
WORK AND STRUCTURE

06. OUR MANAGEMENT COMMITTEE

07. THE ROLE AND EXPECTATIONS

09. SUB GROUPS

10. THE JOINING PROCESS

11. TRAINING

12. STRUCTURE & LEGAL

RESPONSIBILITY

13. INDUCTION CHECKLIST

USEFUL CONTACTS & LINKS



WELCOME

On behalf of the Management Committee, we'd like to welcome you and say thank you for your interest in joining us. We hope this handbook gives you some insight into what to expect from a role on our Committee. We encourage applications from all members of the community and aim to ensure our committee represents a variety of backgrounds, perspectives and skills. Joining our team will allow you to share your knowledge and expertise to help govern Hyde Park Source, achieve our aims and change Leeds for the better.

ABOUT US

Hyde Park Source aims to improve people's health and wellbeing through improving the environment. We are committed to increasing the potential of individuals and communities – promoting equality of education and training. We work with local communities to improve their surroundings, designing and creating attractive, exciting and useful places for people to live, work and play.

Our Story

In 1998 a couple of neighbours in Burley, Leeds, wanted to transform their bin yard into gardens. Neighbours saw what they were doing and asked for help with theirs. Hyde Park Source was born! This grassroots ethos of community empowerment has stayed with us to this day, as we support people to improve their health and wellbeing through improving their environment.

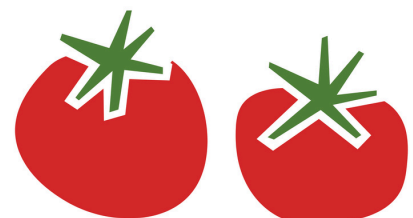


Staff

We are a dedicated team of nine, we have a Core Management Team who cover the core responsibilities: HR & Governance, Strategy & Impact, and Finance & Funding, an office coordinator to keep us all in check and amazing team of delivery staff.

Volunteers

We have a volunteer base of around 100 Volunteers who regularly attend. We value each of them – Hyde Park Source would not be what it is without them.



OUR PRINCIPLES

CONNECT

We value and nurture connections with people, organisations & projects. We appreciate the unique qualities that come from differences and the resilience that comes from diversity. We actively work with the marginal people & places on the edges - harnessing creativity & inspiration.



BE ACTIVE

We actively link people, projects and places, trying to improve how different elements relate. We encourage people and organisations to support themselves and each other to develop physical and mental resilience. We make sure the action we take is effective, relevant and sustainable, working together on long term goals and solutions to real life problems.

TAKE NOTICE

We take notice of people's feelings, including our own, helping us to work with empathy and compassion. We pay attention to our impact, ensuring that we use our resources wisely - harnessing the abundance of the natural world and limiting our negative impact on it. We observe and reflect on patterns we see in nature and society to help us make decisions on how we behave.



KEEP LEARNING

We are always open to feedback, helping us improve as an organisation and individuals. We seek out better ways of working & adapt to change creatively. We reflect on how interventions affect people & situations.

GIVE

We share surpluses, giving to people and organisations whenever we can. We also reward people for their efforts and make sure gratitude is regular and sincere. We ensure that projects are meaningful to the people and places we work with - leading to yields that are rewarding and relevant.



THE STREAMS OF WORK THAT FLOW FROM THE SOURCE!

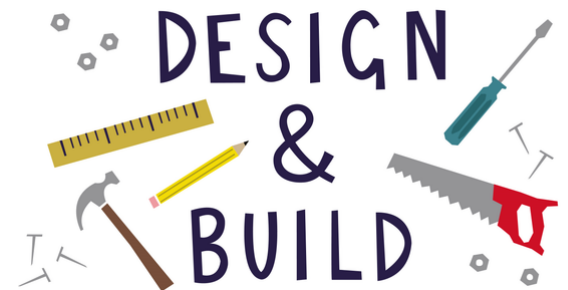


Weekly Community Garden groups across the city.

Get outdoors, meet new people, learn skills and improve your wellbeing.

Creating exciting, safe and useful places for people to live, work and play.

Working with Volunteers and clients to design and build collaboratively.



Outdoor activities for children including after school and holiday clubs.

Focusing on nature connection through fun and engaging activities.

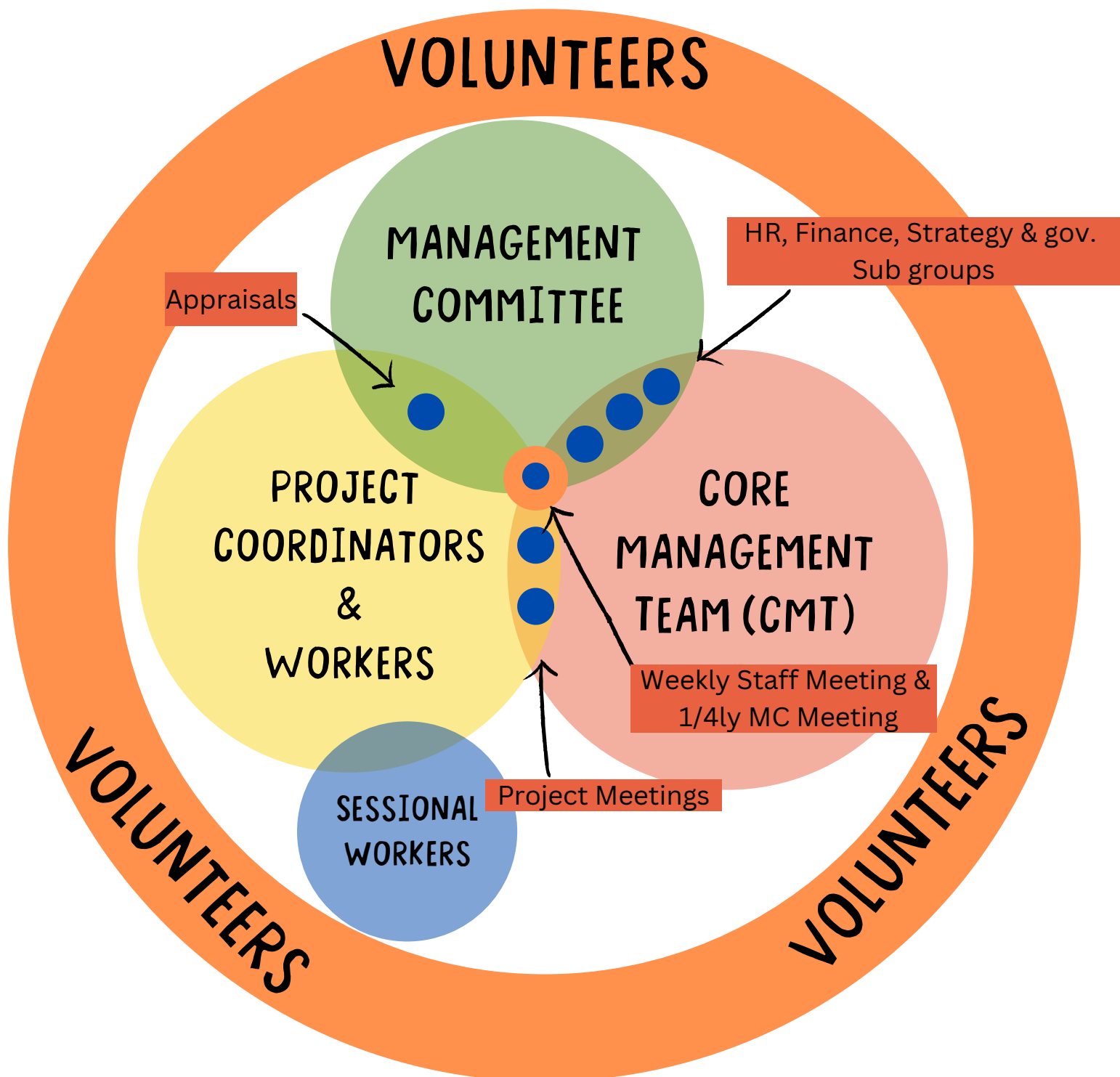
Collaborating with networks and research that are working towards social change.

Working together to create a healthier and happier world.



The delivery teams are supported by the Core Management Team (CMT) although some members of the CMT also deliver work and we try and reduce the power imbalances that come with differences in responsibility through collaborative and transparent decision making.

ORGANISATIONAL STRUCTURE



OUR MANAGEMENT COMMITTEE

Our Management Committee is a group of up to 12 dedicated Volunteers who meet quarterly, usually on a Tuesday evening from 5pm–8pm. We help to make decisions regarding the financing, strategy and direction of Hyde Park Source.

The agenda, minutes, and other relevant documents are distributed by email before each meeting to be reviewed in advance. We open meetings with some food, refreshments and a little time to get to know each other or catch up on news.

Meetings are attended by at least one member of the Core Management Team who presents the report. We work collaboratively to decide on actions to take, where tasks should be delegated and a timeframe to work within.

We aim to have a committee that represents people from a range of backgrounds and different life experiences, because we think it's the right thing to do and because it makes us better at supporting individuals and communities across Leeds.



There are three named roles on the Committee: Chair, Secretary and Treasurer. At each Annual General Meeting, members step down from these roles and the committee and the roles are then re-appointed.

CHAIR

The Chair is responsible for the smooth and fair running of the organisation. Their main job is to chair the meetings of the organisation.

SECRETARY

The Secretary is responsible for keeping people informed about the organisation's activities. Their main job is taking minutes of meetings.

TREASURER

The Treasurer has overall responsibility for the organisation's finances. Their main job is keeping financial records.

THE ROLE AND EXPECTATIONS

THE ROLE

Our Management Committee are committed to our principles, and the work we do supports Hyde Park Source in staying true to its aims. We want members to feel a part of Hyde Park Source, able to promote our impact and represent us with pride.

We ask committee members to commit to at least 3 years' service, after completing a probation period. Quarterly meetings are held on a Tuesday evening from 5pm – 8pm (with food at the start). Each quarter we review progress and goals in line with our strategic aims.

You will be invited to join a Sub-Group (HR & Governance, Finance & Funding, Strategy & Impact) where we come together to provide more in depth and practical support to the Core Management Team. This could involve working collaboratively with staff on tasks, visits to project sites or the office, or being available for consultation and advice.

As Hyde Park Source is a small organisation, if situations arise such as grievances, extended sick leave or complaints, the Core Management Team may ask for support from the Management Committee in line with policies and procedures.



We ask members to respond to communications and meeting invitations, and send apologies if unable to attend.

We request that you respect confidentiality and do not discuss the content of meetings in such a way that could negatively impact Hyde Park Source and its reputation.

WHAT YOU CAN EXPECT FROM US

- To be trusted, and respected as equals.
- That staff are committed to the principles, aims and values of Hyde Park Source.
- That relevant training for roles and responsibilities will be provided.
- That the staff will organise Management Committee meetings, circulate the agenda, previous minutes and Management Committee report in a timely manner.
- That the Core Management Team read, respond and follow up action points and advice from meetings.
- That staff are fulfilling their job descriptions and roles.
- That questions raised by the committee may need to be discussed by staff and answered at a later date.
- That staff may ask questions or seek clarification for actions or decisions.
- To be notified of any issues which cannot wait until the next meeting.



WHAT WE EXPECT FROM YOU

- To complete the induction process and attend two probationary Management Committee meetings. If successful, you will pay £1 to become a member of Hyde Park Source at the third meeting where you will officially join the committee.
- To commit to at least 3 years' service after completion of the probation period.
- To attend quarterly Management Committee meetings, or send apologies if unable to.
- To join a Sub-Group and attend meetings for these as required.
- To be committed to the principles of Hyde Park Source, and help promote and represent our aims.
- That you are clear about the time and skills you can offer.
- That you ask questions or seek clarification in order to satisfy your understanding of any actions or decisions made.
- To read, respond to and follow up on action points or advice from meetings.
- That you are aware of and have carried out your legal duties as a member of the Committee, or within an official position (eg. Chair, Secretary, Treasurer).
- To treat all information with care and discretion, respect confidentiality and never to disclose details of meetings or discuss meetings in such a way that could have a negative effect on Hyde Park Source's reputation.

SUB-GROUPS

Once you become a member of the Management Committee, you'll be asked to join one of the sub-groups. These groups work closely with a member of the Core Management Team on relevant tasks, providing expertise and sharing their experience. Sub-Group meetings are held separately to any General Meetings and are scheduled on an ad hoc basis, dependent on the availability of the members. Each quarterly Management Committee meeting focuses on one of the sub-group areas, in which the group review progress and set goals for the year ahead.



Finance & Funding

Here we work closely with the Finance Coordinator and Treasurer to develop robust financial systems and policies and to maintain oversight of grant funding. This involves reviewing accounts and financial reports, budgets, fundraising bids and financial forecasts. It provides the opportunity for a detailed discussion of financial matters before reporting to the full Management Committee.

HR & Governance

This involves recruitment and interviewing new employees, conducting staff appraisals and supervisions, reviewing employment contracts, staff management, training and development, as well as developing and updating a robust set of policies and procedures and ensuring we have clear, fair systems by which the organisation is controlled and operates, and mechanisms by which it, and its people, are held to account.

Strategy & Impact

The key functions of this group are to make sure we have the right systems in place to capture our outcomes and communicate these both inwardly and outwardly, and to determine the direction and scope of Hyde Park Source over the long term. Using our values, mission and aims we plan in accordance with our priorities and use this to set out clear direction and goals for the future. This means looking at both the internal and external environment and considering how best to deal with upcoming challenges we may face.

THE JOINING PROCESS

If you are a member of Hyde Park Source you can stand to be elected onto our Committee at the AGM by our members, otherwise we have an application process outlined below.

- Read this handbook and constitution and check the role meets your expectations.
- Complete the application form and email it to the Management Committee: chair@hydeparksource.org
- The HR sub-group will read and discuss your application in order to make a decision
- If successful, you will be invited to meet for an induction with a member of the Management Committee and a staff member to discuss the role and as a chance to ask any questions.
- You will be invited to attend the next two Management Committee meetings as a probational member.
- If you are happy to join you will pay £1 at the third meeting to become a member of Hyde Park Source and then be officially added to the Committee.



TRAINING AND EXPENSES

There are a number of courses through Voluntary Action Leeds and other organisations and a wealth of online knowledge and information which might be relevant to this role, depending on your previous skills and expertise. We aim to support all volunteers (including the Management Committee) in line with our principles to Connect, Be Active, Take Notice, Learn and Give.

Please speak to our Office and Operations Coordinator and/or the committee about any relevant training you would like to gain or could share.



We try to have an 'Away Day' each year with the staff and Management Committee which is a great opportunity to learn more about Hyde Park Source, connect and work collectively with staff team.

We have an event each year in December to showcase and celebrate the achievements over the past year.

You are encouraged to attend our projects (Community Gardening, Outdoor Education and Design & Build) to gain more of an insight into our day-to-day work.

We will cover expenses for:

- Refreshments (and food where 5 or more hours have been given)
- Travel: a Leeds Day Rider bus ticket, or if you are unable to use public transport, mileage at the government rate or a taxi (which would be pre-agreed with our Office and Operations Coordinator).

If you have any questions around expenses, speak to our Office and Operations Coordinator.

STRUCTURE AND LEGAL RESPONSIBILITY

Hyde Park Source is a Community Benefit Society with exempt charitable status (registered with the Financial Conduct Authority).

The purpose of a community benefit society is to serve the broader interests of the community, in contrast to co-operative societies that serve the interests of members.

The 2014 Act requires a community benefit society to “carry on a business, industry or trade” that is “being, or intended to be, conducted for the benefit of the community”.



The FCA focuses on four key characteristics of a community benefit society:

- Purpose: The conduct of a community benefit society’s business must be entirely for the benefit of the community.” There can be no alternative or secondary purposes, including any that may preferentially benefit the members.
- Membership: In common with all societies, community benefit societies normally have members who hold shares and are accorded democratic rights on the basis on one-member-one-vote.
- Application of profits: Any profit made by a community benefit society must be used for the benefit of the community.
- Use of assets: Community benefit societies must only use their assets for the benefit of the community. If a community benefit society is sold, converted, or amalgamated with another legal entity, its assets must continue to be used for the benefit of the community and must not be distributed to members.

Legal responsibilities:

- The Management Committee is legally responsible for the organisation, however your individual liability is limited to the £1 share which you hold at Hyde Park Source. This means if we had to close due to lack of funding and we had debts to settle, this money would not be taken from individuals on the committee.
- The only exception to the above would be in the case of negligence or illegal activity.

INDUCTION

If your application is successful you will be invited for an informal induction with a member of the Management Committee and a member of the staff team. Outlined below is a checklist of what you can expect to be discussed on the day:

- An opportunity to ask any questions you have after reading this handbook
- To receive a copy of our Constitution document
- An overview of the staff structure
- Information about our projects and partners
- A chance to review the latest MC report and financial information
- A review of your Skills Survey to discuss your training requirements
- An introduction to your chosen sub-group (if applicable)
- To be invited to the next two meetings.

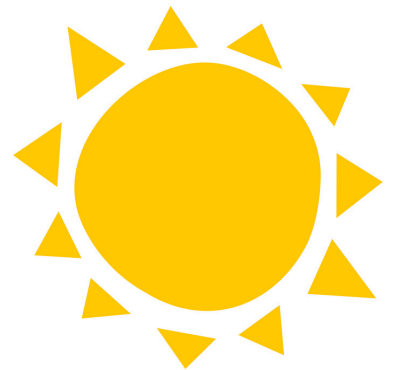
USEFUL CONTACTS & LINKS

Management Committee: managementcommittee@hydeparksource.org
(to circulate something to all members of the Committee)

Chair: chair@hydeparksource.org
(to speak directly with the Chair of the Management Committee)

Staff: hydeparksourcestaff@hydeparksource.org
(to circulate something to the whole staff team)

Office and Operations Coordinator: info@hydeparksource.org
(for any training needs or to submit expenses)



Find copies of our policies and procedures here: www.hydeparksource.org/policies



HYDE PARK SOURCE

2 ROSEBANK RD.

LEEDS.

LS3 1HH

PHONE: 0113 245 8863

EMAIL: INFO@HYDEPARKSOURCE.ORG

WEB: WWW.HYDEPARKSOURCE.ORG