

COMMITTEE STRUCTURE

1. Caris is managed by the Board of Trustees, acting as a Management Committee. The Trustees are bound by the Memorandum and Articles of Association [see (1) above], and the requirements of the Charity Commissioners and Companies House to act appropriately and legally. The work of the two projects, the Caris Islington Bereavement Service, and the Cold Weather Shelter, is supervised by two Project Management Committees.

2. *The responsibilities of the **Board of Trustees** are as follows:*

(a) General and legal:

Appoint Chair, Secretary, Company Secretary and Treasurer
Publish Annual Report and hold Annual Meeting
Ensure all legal requirements are met
Ensure health and safety requirements are met
Approve and update CARIS policies

(b) Staffing

Recruit, appoint and dismiss paid staff
Ensure staff are appropriately managed and supported
Agree, monitor and review terms and conditions of paid staff
Ensure provision and maintenance of office premises and equipment

(c) Finance

Consider, approve, and monitor execution of Caris Development Plan
Approve and monitor implementation of budget
Ensure proper financial systems are maintained
Ensure accounts are appropriately audited

(d) Operations

Monitor work of Project Management Committees
Identify and agree additional projects
Approve overall direction of fundraising, and ensure adequate co-ordination of approaches by project committees

3. Two project **Management Committees** act under the guidance of the Board of Trustees, and are responsible for running the two current projects. These are the **Caris Islington Bereavement Service**, which includes the adult service, 'rucksack' the childrens' service and 'The Basement' for young people; and the **Caris Islington Cold Weather Shelter**.

4. Caris Islington Bereavement Service Management Committee

This committee is responsible for the management of the Bereavement Service and accountable to the CARIS Board of Trustees. Its overall aim is to provide oversight of the Bereavement Service, its Co-ordinator, staff and its day to day running.

The Bereavement Management Committee has one member who sits as a trustee on the CARIS board and it is their duty to keep the CARIS Trustees fully informed of issues in the Bereavement Service. Duties of this committee include line management of the Bereavement Service Co-ordinator, formation of policies and procedures for the Bereavement Service and any necessary day to day Bereavement Service management decisions. Any decisions regarding funding, new projects, staff or change in policies must be put forward to the CARIS board of Trustees for ratification before implementation.

*The responsibilities of the **Bereavement Service Management Committee** are as follows:*

- To ensure that regular supervision is arranged for the co-ordinator.
- To support the Co-ordinator as appropriate.
- To receive regular reports from the Bereavement Service co-ordinator.
- To present regular reports to the CARIS Islington Board of Trustees and other interested parties.
- To prepare an Annual Report.
- To ensure that sufficient trained volunteers are available for Bereavement visiting.
- To facilitate the development of the work in conjunction with the co-ordinator (e.g specialist training).
- To publicise the service appropriately within the borough of Islington.
- To maintain financial awareness of the ongoing finances of the Bereavement Service.
- To monitor and evaluate the Bereavement Service and keep all interested parties informed of outcomes.
- To ensure that the equal opportunities policy is maintained throughout the Bereavement Service

*The **Bereavement Service Management Committee** will work with the **CARIS Islington Board of Trustees** in respect of:*

- The appointment and dismissal of the Bereavement Service co-ordinator or any disciplinary action necessary.
- The review and increase in Bereavement Service Co-ordinator and staff pay.
- The setting of Annual Budgets.
- The creation, amendment or removal of Bereavement Service policies and procedures.
- Any significant change in the work carried out.
- The creation and monitoring of a fundraising plan.

5. Cold Weather Shelter Management Committee

This committee is responsible for the management of the Cold Weather Shelter and accountable to the CARIS Board of Trustees. Its overall aim is to provide oversight of the Islington Cold Weather Shelter its co-ordinator and its day to day running.

The Cold Weather Shelter Management Committee has one member who sits as a trustee on the CARIS board and it is their duty to keep the CARIS Trustees fully informed of issues in the Cold Weather Shelter. Duties of this committee include line management of the Cold Weather Shelter Co-ordinator, formation of policies and procedures for the Cold Weather Shelter and any necessary day to day Cold Weather Shelter management decisions. Any

decisions regarding funding, new projects, staff or change in policies must be put forward to the CARIS board of Trustees for ratification before implementation.

*The responsibilities of the **Cold Weather Shelter Management Committee** are as follows:*

- To ensure that regular supervision is arranged for the Cold Weather Shelter co-ordinator.
- To support the Cold Weather Shelter Co-ordinator as appropriate.
- To receive regular reports from the Cold Weather Shelter co-ordinator.
- To present regular reports to the CARIS Islington Board of Trustees and other interested parties.
- To prepare an Annual Report.
- To ensure that sufficient trained volunteers are available for the Cold Weather Shelter scheme.
- To facilitate the development of the work in conjunction with the co-ordinator (e.g specialist training).
- To publicise the service appropriately within the borough of Islington.
- To maintain financial awareness of the ongoing finances of the Cold Weather Shelter.
- To monitor and evaluate the Cold Weather Shelter and keep all interested parties informed of outcomes.
- To ensure that the equal opportunities policy is maintained throughout the Cold Weather Shelter

*The **Cold Weather Shelter Management Committee** will work with the **CARIS Islington Board of Trustees** in respect of:*

- The appointment and dismissal of the Cold Weather Shelter co-ordinator, or any disciplinary action necessary.
- The review and increase in Cold Weather Shelter Co-ordinator pay.
- The setting of Annual Budgets.
- The creation, amendment or removal of Cold Weather Shelter policies and procedures.
- Any significant change in the work carried out.
- The creation and monitoring of a fundraising plan.