



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, ICBS, relating to bereavement, 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 **Islington Churches Bereavement Service** [ICBS], which includes the adult service, and 'rucksack' the childrens' service; and the **Islington Churches Cold Weather Shelter** [ICCWS].

4. ICBS Management Committee

This committee is responsible for the management of the ICBS and accountable to the CARIS Board of Trustees. Its overall aim is to provide oversight of the Islington Churches Bereavement Service (ICBS), its co-ordinators and its day to day running.

The ICBS 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 ICBS. Duties of this committee include line management of the ICBS Co-ordinator, formation of policies and procedures for the ICBS and any necessary day to day ICBS 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 **ICBS Management Committee** are as follows:*

- To ensure that regular supervision is arranged for the ICBS co-ordinator.
 - To support the ICBS Co-ordinator and assistant co-ordinator as appropriate.
 - To receive regular reports from the ICBS 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-ordinators (e.g specialist training).
 - To publicise the service appropriately within the borough of Islington.
 - To maintain financial awareness of the ongoing finances of the ICBS.
 - To monitor and evaluate the ICBS and keep all interested parties informed of outcomes.
- To ensure that the equal opportunities policy is maintained throughout the ICBS.

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

- The appointment and dismissal of the ICBS co-ordinator and assistant co-ordinator, or any disciplinary action necessary.
- The review and increase in ICBS Co-ordinator and assistant co-ordinator pay.
- The setting of Annual Budgets.

The creation, amendment or removal of ICBS policies and procedures.

Any significant change in the work carried out.

The creation and monitoring of a fundraising plan.

5. ICCWS Management Committee

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

The ICCWS 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 ICCWS. Duties of this committee include line management of the ICCWS Co-ordinator, formation of policies and procedures for the ICCWS and any necessary day to day ICCWS 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 **ICCWS Management Committee** are as follows:*

- To ensure that regular supervision is arranged for the ICCWS co-ordinator.
- To support the ICCWS Co-ordinator as appropriate.
- To receive regular reports from the ICCWS 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 ICCWS 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 ICCWS.
- To monitor and evaluate the ICCWS and keep all interested parties informed of outcomes.
- To ensure that the equal opportunities policy is maintained throughout the ICCWS.

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

- The appointment and dismissal of the ICCWS co-ordinator, or any disciplinary action necessary.
- The review and increase in ICCWS Co-ordinator pay.
- The setting of Annual Budgets.

The creation, amendment or removal of ICCWS policies and procedures.

Any significant change in the work carried out.

The creation and monitoring of a fundraising plan.

6. Fund-raising group

This informal group should comprise at least one Trustee, and one member of each Project Management Committee. It should meet or communicate informally, with the aim of co-ordinating fund-raising approaches of the different projects

Responsibilities:

- Liaison with paid staff, project Management Committees and Trustees
- Maintain existing sources of finance
- Investigate and pursuing possible new sources

Make proposals to project Management Committees

Prevent duplication between the approaches of different CARIS projects

Report back regularly to project Management Committees and to Trustees.