

COMMITTEE STRUCTURE

1. Caris is managed by the Board of Trustees. 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 Services, and the Cold Weather Shelter, is supervised by two Project Management Sub-Committees of the Board.

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 Sub- Committees

Identify and agree additional projects

Approve overall direction of fundraising, and ensure adequate co-ordination of approaches by project sub-committees 3.

3. The Project Management Sub-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 Services**, 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 Sub-Committee

This Sub-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 Manager, staff and its day to day running.

The Sub-Committee has not less than 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 Services.

Duties of this Sub-Committee include formation of policies and procedures for the Bereavement Services and any necessary day to day Bereavement Service management decisions. The Bereavement Services Manager is directly line managed by a Trustee who would normally be a member of this Sub-Committee.

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 Services Management Sub-Committee** are as follows:*

- To ensure that regular supervision is arranged for the Bereavement Services Manager
- To support the Bereavement Services Manager as appropriate.
- To receive regular reports from the Bereavement Services Manager.

- To present regular reports to the CARIS Islington Board of Trustees and other interested parties.
- To prepare an Annual Report.
- To support the Bereavement Services Manager in ensuring that sufficient trained volunteers are available for Bereavement visiting.
- To facilitate the development of the work in conjunction with the Bereavement Services Manager (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 Services 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 Sub-Committee** will work with the **CARIS Islington Board of Trustees** in respect of:*

- The appointment and dismissal of the Bereavement Services Manager or any disciplinary action necessary.
- The review and increase in Bereavement Services Manager 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 Sub- Committee

This Sub- 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 Manager, and its day to day running.

The Cold Weather Shelter Management Sub-Committee has not less than 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. The Cold Weather Shelter Services Manager is directly line managed by a Trustee who would normally be a member of this Sub-Committee.

Duties of this Sub-Committee include 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 Sub-Committee** are as follows:*

- To ensure that regular supervision is arranged for the Cold Weather Shelter services Manager
- To support the Cold Weather Shelter Manager as appropriate.
- To receive regular reports from the Cold Weather Shelter Manager.
- To present regular reports to the CARIS Islington Board of Trustees and other interested parties
- To prepare an Annual Report. .

- To facilitate the development of the work in conjunction with the Cold Weather Shelter Services Manager(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 Sub- Committee** will work with the **CARIS Islington Board of Trustees** in respect of:*

- The appointment and dismissal of the Cold Weather Manager or any disciplinary action necessary.
- The review and increase in Cold Weather Shelter Manager and staff 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.