



Registered Charity No. 1029170  
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## **Induction Policy and Procedure**

The aim of this Induction Policy and Procedure is to ensure that its management committee members are fully aware of their responsibilities as “managing trustees” of the Jericho Community Association, which is a registered charity – No. 1029170.

The JCA is always keen to welcome people who are interested in joining its management committee. JCA aims to encourage management committee participation by ensuring committee members are fully aware of their responsibilities, and by improving their knowledge and helping address any doubts.

### **Election Process: AGM and Co-option**

The Committee is elected annually at the JCA Annual General Meeting, which is usually held in April and is always publicised widely, for example, through leaflets, the *Jericho Echo*, or the community notice boards.

All residents of Jericho are welcome to attend the AGM and where a vote is required any resident, as specified in the Constitution, is entitled to vote. The JCA constitution allows the co-option of up to three committee members over and above those elected at the AGM.

### **Managing Trustees**

As “managing trustees” of a registered charity, committee members are responsible for ensuring that the charity is run according to Charity Commission and other legal requirements. The JCA management committee therefore considers it essential that committee members are fully aware of their responsibilities, roles and other obligations as managing trustees.

The JCA management committee welcomes to its monthly meetings all Jericho residents, other interested individuals, and representatives of other local organisations. It is important therefore that managing trustees and others should be aware of the role of a managing trustee and how this differs from those of others who may attend a JCA meeting. Where a vote is required on matters that affect the running of the JCA, only managing trustees may vote.

## **Conflicts of interest**

The JCA Constitution (paragraph 12) refers to the potential for conflicts of interest, financial or otherwise. JCA requires managing trustees, and interested individuals and representatives to declare any personal interest relevant to an issue under discussion and to refrain from participation in the decision making process on that issue.

## **Processes**

The Committee has agreed to dedicate all or part of the first management committee after each AGM to the induction of new committee members. JCA has copies of the Charity Commission publication CC3 – “The Essential Trustee: What you need to know (Feb 2008).” These will be shared by committee members. Guidelines spelt out in the booklet will be observed. Changes in guidelines will be monitored through an annual check on changes through the Charity Commission and Community Matters websites and newsletters.

The agenda for the induction meetings will include:

- Roles of: officers, management committee members, staff, non-committee participants
- Responsibilities
- Finances
- Policies
- Project proposals
- Major issues faced by the organisation
- Individual concerns and issues

If a committee member whether new, old or potential, wishes to enquire about an issue on which they are unsure, they can do this at any management committee meeting; similarly they can consult the relevant committee member such as the Chair, vice-Chair, Treasurer, or Secretary.

Agreed at the JCA Management Committee

8 February, 2010

Signed

Chair