

METRO VAL

Management Committee Terms of Reference

1. The management committee will report to the METRO board of trustees on:
 - a) strategic direction of METRO VAL;
 - b) the handling of conflict of interest; and
 - c) inputting into METRO services in Lewisham to ensure that services are meeting need and what further needs to be developed
2. The Management Committee will as part of METRO oversee in the Borough of Lewisham:
 - a) Mulberry Centre including developing the building as a centre for equalities and related issues along with the community in general
 - b) Furthering the race equity, health equity and other equity agendas involving all protected characteristics including intersectionality
 - c) Community building/cohesion
 - d) Scanning for opportunities to supplement voluntary sector activity
 - e) Anchoring METRO's work in Lewisham
 - f) ensure the independence of the METRO VAL function
 - g) that relationships/systems and networks with other organisations are appropriately developed within Lewisham
3. The management committee will ensure that:
 - a) the METRO Director of Strategy is supported to be the link person
 - b) METRO staff working in Lewisham are provided with clear guidance around the direction of their work;
 - c) conflict of interest between the collective needs of the voluntary and community sector within the London Borough of Lewisham and METRO is effectively managed;
 - d) METRO VAL provides high quality user-led services;
 - e) that the principles of equality and diversity are upheld and that METRO VAL is fair and open to all sections of the local community in all of its activities;
 - f) an annual meeting is held, which brings together METRO VAL's members, holds the activities of METRO VAL to account, celebrates METRO VAL's work and celebrates the work of the voluntary and community sector in Lewisham; no quorum is required for this meeting, however.
4. The management committee will meet at least four times year.
5. There will be between four and ten members of the management committee of which over half must be nominated by METRO VAL member organisations.
6. Management committee members' term of office will be a maximum of three years. A management committee member may return to the management committee after a year's break.

7. The quorum for meetings will be half the membership of the committee but not less than three.
8. A quorum will not be necessary for the sole purpose of co-opting members to the Committee in order to have sufficient members to operate.
9. Management committee meetings will be formally minuted.
10. The management committee may make decisions by email/video meetings. This will require a majority vote of the full committee, and decisions made by email/video must also be formally minuted.
11. The management committee will elect a chair annually and may elect other officers as they deem appropriate.
12. The Management committee will keep a register of interests and will declare conflicts of interests at each meeting
13. The METRO Director of Strategy will ensure that meetings are appropriately serviced.

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