



## Committee Policy

1. CARE shall be managed by the Committee, consisting of Officers, Church Reps and a number of Committee Members without posts.
2. The Committee may create, modify or remove officer or committee positions as required for the efficient management of CARE.
3. The Committee shall have the power to co-opt non-elected members, to fill any vacancies, for a period expiring at the next following Annual General Meeting.
4. The quorum for a committee meeting shall be seven or one third of the Committee membership whichever is the greater. In the event of the Chairman and Deputy Chairman being absent the Committee shall appoint a temporary Chairman from those present.
5. The Committee shall meet to discuss and to deal with the day-to-day business of CARE at such intervals as are deemed necessary but not less than six times a year.
6. To fulfil their roles, all Committee Members are required to attend a minimum of 50% of meetings within any 12 months, with the exception of ill health.
7. In the event that a majority of the Committee are dissatisfied with the Chairman or any of the Committee Members, at a meeting specifically called to discuss the matter they may dismiss the member concerned and appoint one of the Committee to act in their place until the next Annual General Meeting.
8. Minutes shall be recorded for all meetings. These minutes must be kept for perpetuity, Charity Commission rules do not permit such documents to be deleted / destroyed. Currently all such documents are stored and made available from the CARE website.
9. All members of the Committee have the responsibilities and obligations of Trustees as set out by the Charity Commission.