

Partnership Terms of Reference & Constitution

1. Name of charity

Dementia Friendly Guernsey

2. The legal status and aim of the charity

Registered with Guernsey Registry, number CH636, as an unincorporated charitable association with the aim "To raise awareness of dementia in the community and to find ways to improve the quality of life for those who live in Guernsey or visit our islands and who have dementia". Registered address is 1st Floor, Tudor House, St Peter Port GY1 1DB

3. Purpose/Role of the charity

To provide strategic direction and leadership to ensure people living with dementia and their carers can be active and engaged socially, economically and culturally within Guernsey and to develop action plans.

4. Term

This Terms of Reference is effective from 1.1.2020 and updated 6.1.2023 replacing previous versions and will be ongoing until terminated by Members. To be formally reviewed annually.

5. Membership

The charity shall be managed by the **Steering Group** comprising Trustees who are appointed at the Annual General Meeting (AGM) of the Charity. They are presently:

Wayne Bulpitt CBE	Chair
Stephen Collas	Guernsey Alzheimer's Association
Paul Corcoran	Health & Social Care
Guy Mitchell	Dementia Champion
Julie Bulpitt	Co-ordinator and Secretary

Members of the Charity will form the **Partnership Group** and will comprise of representatives from the following organisations and groups:

Guernsey Community Foundation	Nursing and Care Homes
Guernsey Alzheimer's Association	Doctors Surgeries
Alzheimer's Society	Private carers & those living with dementia
States of Guernsey:	Guille-Allez Library
Health & Social Care	Parish Douzaines
Culture & Leisure	
Adult Community Services	

Or any other such individuals or organisations that support the purpose and objectives of the Charity and may be approved by the Steering Group. The Steering Group shall also suspend or terminate membership in circumstances it considers appropriate. Members, or

those declined membership, may appeal such decision to the Partnership Group, whose decision is final.

6. Carrying out the purposes of the charity

To carry out the charitable purposes, the Steering Group has the power to:

- Raise funds, receive grants and donations.
- Apply funds to carry out the work of the charity.
- Co-operate with and support other charities and organisations with similar purposes.
- Take such decisions and actions the Steering Group shall deem lawful and necessary to achieve the purposes.

7. Annual General Meeting (AGM) of Members

- The AGM must be held every year with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- There must be at least 5 members present at the AGM
- Every member has one vote.
- The trustees shall present the annual report and accounts.
- Any member may stand for election as a trustee.
- Members shall elect between 3 and 10 trustees to serve for the next year as members of the Steering Group. They will retire at the next AGM but may stand for re-election

8. Money and Property

- Money and property must only be used for the charity's purposes.
- Trustees must keep proper accounts. The most recent annual accounts can be seen by anybody on request.
- Trustees cannot receive any money or property from the charity, except to refund reasonable out of pockets expenses.
- Money must be held in the charity's bank account. All cheques must be signed by 2 trustees or authorised signatories.
- The accounts must be maintained by an appropriately qualified and experienced book keeper who must be independent from the trustees and an independent review undertaken of the annual accounts and reports.

9. General Meetings

If the trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that Members can make the decision. Trustees must also call a General Meeting if they receive a written request from a minimum of 5 Members. All members must be given 14 days' notice and advised of the reason for the meeting. All decisions of a general meeting require a two thirds majority. Minutes must be kept.

- **Winding up** – any money or property remaining after payments of debts must be given to a charity with similar purposes to the charity.

- **Changes to the Constitution** – can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.

10. Roles and Responsibilities

The Steering Group is accountable for:

- Fostering collaborative working.
- Removing obstacles to the Steering Group's successful delivery.
- Maintain at all times the focus of the Steering Group on the agreed scope, outcomes and benefits.
- Monitoring and managing the factors outside the Steering Group's control that are critical to its success.
- Developing action plans to achieve its aim and purpose.

Members of the Steering Group will commit to:

- Attending all Steering Group meetings or nominating a proxy to attend if possible.
- A duty to act in good faith at all times, with a general duty of care and in accordance with the provisions of the Constitution and law.
- Wholeheartedly champion the work and aims of the Steering Group.
- Share all communications and information with the Steering Group.
- Make timely decisions and take action as agreed.
- A majority of trustees being Bailiwick Residents.

11. Members of the Steering Group will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner.
- To be given reasonable time to make key decisions.
- To be alerted to potential risks and issues that could impact the project, as they arise.
- Open and honest discussions.
- Ongoing 'health checks' to verify the overall status and 'health' of the Steering Group.

12. Meetings of the Steering Group

- A meeting quorum will be 3 members of the Steering Group.
- Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, Steering Group chair makes the decision.
- Meeting agendas minutes will be provided by a Secretariat, this includes.
 - i. Preparing agendas and supporting papers.
 - ii. Preparing meeting notes and information.
- Meetings will be held bi-monthly or at such other times as required.
- If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

13. Amendment, Modification or Variation

This Constitution may be amended, varied or modified in writing after consultation and agreement by the Steering Group members and in accordance with the provisions above.



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c/o First Floor, Tudor House, Le Bordage, St Peter Port, GY1 1DB

www.dementiafriendly.org.gg