

TERMS OF REFERENCE

1 NAME

The organisation shall be called **The Forest of Dean District Dementia Action Alliance (FODD DAA)**

2 OBJECTIVES

The organisation's objectives are:

- (a) To develop Dementia Friendly Communities for people with dementia, their carers and families, voluntary and statutory services, businesses and the wider community. (National Dementia Strategy 2009 – *Living well with Dementia*; Prime Minister's Challenge on Dementia 2020; Dementia 2012 – A National Challenge)
- (b) To seek membership from businesses, organisations and community groups in and around Forest of Dean District
- (c) To assist the formation of other local Dementia Action Alliances
- (d) To establish and maintain effective support through information sharing networks
- (e) To ensure that the voices of people with dementia, their carers and families are heard and guide the work of the DAA
- (f) The DAA shall not be used as a platform for self-promotion, political promotion or marketing of a business or service.

3 MEMBERSHIP

Membership is open to relevant local individuals or organisations that are committed to the objectives of the Steering Group. Individual members can be carers of people with dementia, or representatives of businesses or organisations with an interest in improving the lives of people living with dementia. The steering group is created to help connect the community and ensure the community is working together with the same aims.

Members of the Forest of Dean Dementia Action Alliance (DAA):

- (a) Agree to take responsibility for and deliver their own actions to help improve lives of people living with dementia, their carers and families.
- (b) Attend meetings to discuss and update actions
- (c) Increase public awareness and understanding of dementia through their involvement in the Forest of Dean District DAA
- (d) Network, share information and ideas, and support joint learning amongst members of the Alliance
- (e) Work towards creating a Dementia Friendly Community
- (f) The Steering Group will keep a register of names and addresses of the members which will be made available to any member on request.

4 TERMINATION OF MEMBERSHIP

Membership will be terminated if the organisation ceases to exist. Or, if an individual member resigns by giving notice to the organisation. Or, if the individual member dies.

DAA

Forest of Dean Dementia Action Alliance

5 MEETINGS

- (a) The Forest of Dean District DAA will hold an Annual General Meeting each year
- (b) An AGM shall be held not later than 15 months after the preceding AGM

- (c) The Steering Group will present an annual report and accounts* to the AGM
- (d) Steering group meetings shall be held at least four times a year
- (e) The Steering Group may call a Special General Meeting (SGM) at any time.
- (f) The Steering Group must also convene an SGM if requested to do so by at least 10 members or one-tenth of the members, whichever is greater. The request must state the nature of the business to be discussed
- (g) Meetings should have a quorum of at least four members to convene a meeting. If a vote is required 20% of the current membership should be present (one of whom should be the Chair or Secretary).

6 CHAIR

General Meetings shall be chaired by the person who has been elected as Chair

7 OFFICERS

- (a) The organisation and its property shall be managed and administered by a Steering Group comprising the officers and other members elected in accordance with this constitution
- (b) The organisation shall have the following officers: Chair and Secretary. In the future a Treasurer may be required. The steering group may appoint a PR officer or other roles as they deem necessary
- (c) The organisation's Annual General Meeting will elect Officers as required. It shall consist of no more than 10 Officer members.
- (d) Officer members will serve until the conclusion of the next AGM after their election and are eligible for re-election.
- (e) *The Steering group may fill casual vacancies on the as necessary
- (f) *The Steering group may appoint or co-opt such persons as it thinks fit as advisors.
- (g) *The Steering group shall meet a minimum of four times per year.
- (h) *The Steering group may establish sub-committees to achieve specific outcomes. Such sub-committees may not enter into any agreement (legal/financial) with other bodies

8 FUNDS **

- (a) Money* and property must only be used to achieve the organisations objectives
- (b) *The Steering group may in the future be required to keep accounts
- (c) *Steering group members may not receive money or property from the organisation.

9 DISSOLUTION

The members may pass a resolution before or at the same time as the resolution to dissolve the organisation specifying the manner in which the Steering group are to apply the remaining assets** of the organisation

10 ALTERATIONS TO TERMS OF REFERENCE

Lena Maller – 7-4-16

(this document will be ratified by members at the Dementia Action Alliance launch event which is scheduled for Autumn 2017)

DAA

Forest of Dean Dementia Action Alliance

Amendments to these terms of reference may be made only at a General Meeting. A simple majority will decide.

****It is not anticipated that Forest of Dean District DAA will ordinarily be required to raise funds or handle donations other than those offered in kind. Therefore, it will not be necessary to appoint a Treasurer, to open a bank account, or keep accounts.**

Drafted:

Adopted: