

# Gloucestershire Local Involvement Network (LINK)

## **Governance Framework**

**The system by which the LINK is controlled**



### **Meetings**



#### **Stewardship Board Meetings**

This group will meet monthly.

The members of this group decide what day and time they will meet.



There need to be at least four Board members to hold a meeting.

This must include the Chair person or Vice Chair person of the Board.



The agenda will be put on the website five working days before the meeting. Members can comment or give feedback on any items on it.

If members want to suggest another item for the agenda, they need to contact the Host (Gloucestershire Rural Community Council) before the meeting.

The Chair person of the Board will decide if an item will be included on the agenda.



The Chair person of the Board will be responsible for supporting the LINK Stewardship Board and Public meetings.

When the Chair person is not at a meeting, the Vice Chair person has full responsibilities and powers (like the Chair person).

The Chair person will be responsible for signing the Annual report too. When the Chair person is not at a meeting, the Vice Chair person will be responsible to do this.



The Stewardship Board will make decisions by voting.

The Chair person can not vote. But if a decision has equal votes, then they will have to give their vote to make a majority. This is called casting vote.



The meetings of the Stewardship Board will not be held in public.

But the notes of the meeting will be put on the website after they have been agreed by the Stewardship Board.

If requested, the notes can be offered in different formats to ensure they are accessible for everyone.



## **Annual General Meeting**

This meeting will be held in public between April and June. All LINK members will be informed about this meeting.



The agenda will be sent to members at least 21 days before the Annual General Meeting. This information will be made public to reach out to people as widely as possible.



The Annual Report will be presented at the Annual General Meeting.

This includes a Financial Report, which tells people how the money has been spent.



## **Extra meetings**

Extra meetings can be held when the Chair person decides that it is needed.

These meetings can be unofficial and on short notice.

But the notes of an extra meeting will be given to the full Stewardship Board as soon as possible.