

## **OiR AYR – GUIDELINES FOR GROUP LEADERS** **(Executive Committee Approved May 2021)**

OiR is a charity and therefore there can be no unreasonable restrictions on membership of the charity or its constituent groups.

Before any proposed new group can function as an OiR group, it must seek OiR Executive Committee approval so that it can access administrative support and cover from OiR's insurance policy. Each approved group should have a nominated Group Leader who will be the first point of contact between the group and OiR. Any appointment of Group Leader should be notified to the OiR office and a Group Leaders information pack requested.

Each OiR group activity leader will have an identified Executive Committee member as their first point of contact.

### **MEMBERSHIP**

**Group leaders must ensure that all members of the group are members of OiR.** They must supply the office with a list of members of the group and any changes in membership.

Potential members are allowed **TWO** visits to a group, but they must join OiR if they wish to continue in the group.

Membership of a group should be open to all who can reasonably participate in the activity. If there is any doubt, the Executive Committee should be consulted for advice.

If a group is full, a waiting list should be kept. When a vacancy occurs, membership should be offered to those on the waiting list in the correct order. The OiR office should be kept informed of vacancies and waiting lists. Such information is useful for potential new members.

### **GROUP ATTENDANCE**

Where membership of a group is restricted, if a group member does not attend for **FOUR consecutive** sessions/meetings without reason, the leader should contact him/her to ascertain the problem. If the member is going to re-attend regularly, in a reasonable period of time, no further action need be taken. Where there is a waiting list, it should be explained to the member that if they are not going to attend regularly, then their place will be offered to those on the waiting list.

### **EXCLUSION**

Group leaders may exclude a member from participating in a group activity on a specific occasion e.g. if they are unfit for the activity, not adequately attired.

### **PERMANENT EXCLUSION** (due to misdemeanour)

**If a group leader wishes to permanently exclude a member from their group, the following procedures should be followed.**

1. The matter should be referred to the Chair who will attempt to resolve the problem informally.
2. If this is unsuccessful the Chair will convene a panel with three Executive Committee members to decide if the exclusion should proceed.
3. Both the leader and the member have the right to appeal any decision made. Appeals would be considered by Executive Committee, excluding the chair and those involved in the initial decision.

## **FINANCE**

While groups have a degree of financial autonomy, the Executive Committee is ultimately responsible for all the finances of OiR, and must report on them annually to OSCR (Office of the Scottish Charity Regulator). Thus, each Group Leader **MUST** email the office by 31<sup>st</sup> December each year to report on any funds held over £100 outlining what these funds are being used for.

The Executive Committee wishes to maximise the amount of income and expenditure processed by the office, and hence included in the Annual Accounts. Thus, major items of group expenditure, such as bus hire or hire of a room, should be made via the office. The cost will still be borne by the Group.

If a group requires a tutor or speaker the cost is borne by the group themselves.

Any group wishing to open a bank account must seek agreement from the Executive Committee.

## **BUS HIRE**

If a group requires to hire a bus for an outing, this should be arranged through the OiR office, which has an account for this purpose.

## **RENTED ACCOMMODATION**

If a group requires rented accommodation for some or all of its activities, the renting of the accommodation must be arranged via the OiR office. All per session fees must be paid to the office, which will receive any invoices raised for the accommodation and ensure that these are paid promptly.

If a group wishes to meet beyond 35 sessions per year, any extra sessions must be fully self-funded by those participating in the additional sessions.

Per session fees will be calculated based on the rental costs for the accommodation and the average number of members attending group meetings. This means that session fees may vary considerably from group to group. Fees will be agreed with the Executive Committee, reviewed regularly, and adjusted as and when required. This ensures that groups remain viable. A hall fee Ready Reckoner **Appendix A2** can be used to assist group leaders to identify the optimum hall fees based on attendees and hall charges.

Where necessary the Executive Committee may subsidise the cost of renting accommodation for groups. This subsidy will be capped at the discretion of the Executive Committee, and based on the average numbers attending group meetings. If the subsidy rises above the agreed level, the Executive Committee will immediately seek a meeting with the Group Leader in an attempt to resolve the situation. Usually this will involve finding cheaper accommodation or increasing the per session fee amount, although other options can also be explored.

Where agreement cannot be reached the OiR Executive Committee will withdraw all financial support for the group, and if necessary cancel the let of the premises in OiR's name.

Group leaders may opt to collect per session fees on either a meeting basis or a term basis

Monthly / Term payment forms **Appendix A2 / 3** (available from the OiR office) should be completed with each member's name and OiR number being recorded and "V" for visitors who are allowed two visits. The amount paid by each member towards rented accommodation fees should

be clearly recorded on the form. The total amount collected should be recorded in the weekly totals for the group activity.

Monies collected for payment of any Tutor, Guest Speaker, consumables (Tea break costs, handouts etc.) should be collected separately by the Group Leader who will arrange for these costs to be paid directly by the group. These fees should not be recorded on the monthly payment form.

All rented accommodation monies collected, along with the completed forms should be brought to the office, on the first week of the following month. A signed and dated copy of this form will be given as a receipt.

Groups not incurring costs of rented accommodation may decide to collate funds to cover group administration costs (consumables, photocopying etc) which the group leaders would control.

### **EQUIPMENT**

Groups are expected to purchase small items (e.g. playing cards) themselves. The OiR will consider paying for larger items, (e.g. card tables) from central funds.

If a group wishes the OiR to pay for an item of equipment, then the leader should apply in writing to the Executive Committee before purchase.

The OiR office also has items of equipment which may be borrowed by members for OiR activities. Members borrowing such equipment must sign for it and return it at the agreed time.

### **PUBLICITY**

Group Leaders are encouraged to provide information about their group, ideally with some photos for the twice annually 'OiR Outlook' publication, OiR Website, OiR Facebook. They are also encouraged to provide photos for publicity purposes. For the benefit of their individual groups, group leaders should also assist in passing on general OiR communications.

### **HEALTH & SAFETY RISK ASSESSMENT AND SAFETY GUIDELINES (Appendix A4)**

Although these are covered in a separate document, it is the responsibility of the Group Leader to ensure that these practices are followed through and adhered to.