

## Camden Giving Steering Group: Terms of Reference

Draft discussed: Meeting of 27.09.16

Accepted: -----

### Camden Giving – provisional overview

- An independent charity to encourage place-based giving by those who live, work, play or pray in Camden, building resilience and cohesion by connecting and enthusing diverse local stakeholders to address local inequalities.
- Giving could include skills, intelligence, in-kind support, goodwill, data and connections as well as money. The aim is for 'additionality' - not take over, duplicate or replace existing volunteering, corporate social responsibility, charitable trusts or council funds.

**Purpose of the Steering Group:** To take the steps necessary to form Camden Giving as a viable independent charity.

**Duration of the Steering Group:** Until replaced by the Board of an independent Camden Giving charity, or until dissolved by a vote of members.

**Membership:** Members are those who bring resources of all kinds, not just material resources, likely to expedite the creation and success of Camden Giving. For example, staff and board members of voluntary, private and public sector organisations, local authority councillors and private individuals.

The following initial members volunteered at the Camden Giving Round table on 26 May 2016:

- Voluntary Action Camden
- East London Business Alliance
- Argent
- Business in the Community Business Connector
- London Borough of Camden Communities and Third Sector Team
- Camden Young People's Foundation

**Members at 31.10.16:** To avoid some partners having disproportionate influence, organisations sending more than one representative have a single vote. Those with bullet points are voting members. Others are observers.

- Simon Pitkeathley, Chair (Camden Collective, Camden Town BiD)
- Gaynor Humphreys (Hampstead Wells and Camden Trust)
- Angela Jewell (Argent)
- Jackie Crombie (Business in the Community Business Connector)
- Gerald Oppenheim
- Erica Chamberlain (East London Business Alliance)

- Sue Wilby (Chair of Voluntary Action Camden)  
Simone Hensby (Voluntary Action Camden)  
Kevin Nunan (Voluntary Action Camden)
- Councillor Jonathan Simpson (London Borough of Camden)  
Jessica Gibbons (London Borough of Camden)  
Nick Wilson Young (London Borough of Camden)
- Deborah Xavier (London's Giving)
- Camden Young People's Foundation

**Member Roles and Responsibilities:** Members agree to...

- Actively participate in forming Camden Giving as a viable independent charity.
- Work collaboratively, in good faith and in the best interests of Camden Giving and the residents of the borough of Camden.
- Share information about their services and activities which does not breach the rights of the trustees of member organisations or the Data Protection Act.
- Declare any conflict of interest.
- Not make unilateral decisions which might bind the Steering Group.

**Appointment of members:** New members are appointed with the agreement of over half of the existing members. Organisations which have more than one representative on the Steering Group have a single vote. The group will remain at a size conducive to rapid and effective decision making. i.e not more than 15 individuals or organisations.

**Duration of membership:** Members remain on the Steering Group until Camden Giving becomes a legal entity, at which point a Board will form, or until the Group is dissolved by a vote of members.

**Chair:** The chair is appointed and changed with the agreement of over half of the members. Organisations which have more than one representative on the Steering Group have a single vote. This includes appointing a Chair who is not currently a member.

**Frequency of meetings:** The group meets as necessary to expedite the formation of Camden Giving, but not less than once every two months.

**Quorum:** Over one third of the members must be present for the group to be quorate.

**Voting:** Over half of the members must support a motion in order for it to be carried. Organisations which have more than one representative on the Steering Group have a single vote.

**Convening meetings:** Voluntary Action Camden will convene meetings, secure venues, notify members and invite agenda items.

**Minutes:** Are taken by Voluntary Action Camden or in their absence by whomever the meeting agrees.

**Sub-groups:** May be created by agreement of members to progress discrete areas of work and report back.

**Accountability and reporting:** Each member is responsible for reporting to their organisation, where relevant.

**Delegated authority:** Each member is responsible for understanding the limits of their delegated authority, where relevant, and referring back to their organisation when necessary.

**Review:** Once a year the group will review its relevance and these Terms of Reference. The first review is due in July 2017.

End

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