

EXAMPLE

Info sheet: Contents of Management Committee Members' Handbook

Section A: Contact Details

- Board members 2004 to 2006
- Rural Support Networks
- RCN Staff

Section B: General Information

- Rural Community Network Vision, Mission and Strategic Aims
- Rural Community Network Constitution
- Rural Community Network Status

Section C: Roles and Responsibilities

- The Company and its Management Committee (A Practical Guide to Company Law for Voluntary Organisations; Directory of Social Change)
- Responsibilities of Board Members
- Code of Conduct for Board Members
- Conflict of Interest Declaration
- Conflict of Interest Form
- Role Description – Chair
- Role Description – Treasurer
- Limited Liability of Board Members
- Internal Accountability and Reporting Structure
- RCN Sub Committees
- Election Information - Notes for potential Board Members
- Copy of 296 form

Section D: Staffing

- Organisation Structure
- Salary Structure
- Staff List and Job Title
- Job Description: Director
- Job Description: Finance and Human Resources Manager
- Job Description: Programmes Manager

Section E: Finance

- Funding Matrix
- Budgeted Actual Income & Expenditure to 30.09.04
- Financial Statements for the year ended 31.03.04
- Consolidated Balance Sheet for the period ended 30.09.04

Section F: Strategic and Operational Planning

- Strategy 2000 - 2003
- Operational Plan 2004 – 2005

Section G: Policies and Procedures

- Travel and Subsistence Regulations
- Travel and Subsistence Form
- List of Policies and Procedures
- Equal Opportunities Policy
- Guide to Abbreviations

Source: Rural Community Network, "Board and Committee Members Handbook", 2004.