

## ***BourneOut Forum - Terms of Reference***

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### **Aim:**

To break down any barriers which exist and unite the diverse LGBT community living in Eastbourne. To provide a voice and a platform for the community to promote, challenge, encourage, influence and shape equal opportunities for the LGBT community.

### **Purpose:**

1. Seek to represent the views of LGBT people living in Eastbourne
2. To raise awareness of issues in regard to obtaining equality for the LGBT community, recommending solutions, monitoring progress and evaluating outcomes
3. Work with Eastbourne Borough Council to assist and influence their equality work and to specifically monitor progress against the actions set out in the Council's Equality Scheme and evaluate the outcomes
4. To act as a reference group and advise on improved services across the town for the LGBT community
5. To share information and highlight good practice
6. To listen to individual concerns and issues and to represent and champion causes; signposting individuals to relevant agencies where appropriate for further support and guidance
7. To help shape future service delivery in Eastbourne

### **Membership and Operation:**

1. Membership of the Forum is limited to LGBT people living in and/or working in Eastbourne. Any person attending a meeting of the Forum meeting this requirement shall be considered a Member for the purposes of these rules.
2. The Forum will meet four times a year and these meetings will be facilitated by Eastbourne Borough Council
3. An Annual General Meeting will take place in April when positions on the Steering Group will be elected and agreed together with revisions, if any, to the Terms of Reference
4. All communication with members of the Forum will be by email unless hard copy information is requested by an individual member

### **Steering Committee:**

1. The Forum will select members to form a Steering Committee consisting of seven people which will meet six times each year.
2. Candidates seeking election to the Steering Committee shall be formally nominated and seconded by a member of the Forum.
3. The committee will be formal in style with a Chair, Vice Chair and Treasurer, to be elected by the Annual General Meeting. This committee will be administered by the Council.
4. A quorum for the Steering Group will be one member above half of the total membership
5. The Steering Group may choose to invite additional persons to attend certain meetings of the Committee. However any such invitees will be entitled to speak, but not vote, nor shall they count towards a quorum.

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6. In the event of a casual vacancy occurring, the Steering Committee shall be empowered to co-opt a new member to serve for the remainder of the term. Such a member shall have full voting rights.
7. All financial and organisational decisions taken on behalf of the Forum shall be by way of a vote of a quorate meeting of the Forum, except where time or other circumstances make this impossible. When this is the case, the Chair shall be empowered to authorise such action.
8. Any event under Chair's Action shall be reported to the next quorate meeting of the Steering Committee.

### **Declaration of an Interest**

Any member of the Forum and Steering Group, who has a personal interest direct or indirect in any matter under discussion, should declare an interest and withdraw from the meeting, before the matter is discussed, unless members invite the person to remain. If this is the case the individual should not take part in the discussion and/or vote on the matter. In case of any disagreement over the interpretation of this regulation, the Chair's ruling shall be final.

### **Financial Regulations:**

1. The forum shall maintain a bank account, through which all cheque and cash business shall be transacted. The Committee will be empowered to pass appropriate resolutions to this effect when required to do so by our bankers.
2. The Treasurer shall maintain a record of income and expenditure undertaken by the forum.
3. The Treasurer shall present these accounts for formal approval at the AGM each year. In addition, the Treasurer will update each committee meeting with details of current bank balances.
4. The Treasurer may hold a petty cash float not exceeding £50. All payments to and from this float to be recorded in a petty cash book, which will form an integral part of the annual Accounts.
5. For the purpose of presenting audited annual accounts, the financial year for the Forum will run from 1<sup>st</sup> January to 31<sup>st</sup> December.
6. All cheques and other instructions to the Bank shall require two signatures. The signatories to the account shall be agreed by the Committee, and shall comprise the Treasurer plus one of two nominated additional Committee members.
7. All expenditure above £50 shall require the approval of the Committee in advance, (not withstanding the provision for Chair's action in an emergency)
8. The AGM shall elect two auditors for the Forum, who shall not be members of the Committee. The auditors shall approve the accounts for the previous year in advance of the AGM.

### **Dissolution**

1. The Forum will wind up when it identifies that it no longer has an active role to play within the community.
2. Such a decision shall be taken only by a full meeting of the Forum.

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3. In the event of the dissolution of the Forum, any surplus balances (after all obligations have been met) shall be transferred to an appropriate charitable or non-profit organisation as nominated by a full meeting of the Forum.