

# **Trees for Spondon**

## **Organisational committee**

### **Terms of Reference for affiliation with Trees for Derby.**

#### **Aims**

To plan and organise the planting of trees in the Spondon Area.

To work with Derby City Council and local landowners to identify and allocate areas for the addition of more trees.

To recruit and train volunteers to take part in planting of trees in and around Spondon.

To assist in the highlighting of the contribution of trees to the natural environment, and their part in combating climate change.

The project is a non-profit making venture, with all funds from grants, donations and sales being reinvested in the project.

#### **Committee**

The “Trees for Spondon” Committee shall be affiliated to “Trees for Derby”. It shall consist of between 5 and 9 people, with roles defined and allocated according to the wishes and skills of those people. The minimum requirement to be;- Chair and Secretary, and Treasurer.

#### **Meetings.**

The committee will meet every two months unless otherwise agreed by a quorum of members.

( A quorum shall be 3 or more. )

The secretary shall issue an agenda, take notes of each meeting and publish minutes thereof.

At least one member of “Trees for Spondon” committee shall attend the “Trees for Derby” committee meetings on a regular basis. This does not have to be the same person each time.

The “Trees for Derby” Committee will be advised of “Trees for Spondon” committee meetings, and may request for one of their committee members to attend such meetings.

## **Funds**

A treasurer shall be appointed from the committee, who will keep records of all financial transactions involving “Trees for Spondon”. They will arrange to deposit all received funds with the “Trees for Derby” treasurer, and will make any requests for return of such funds as and when required.

The treasurer will maintain a close liaison with the “Trees for Derby” treasurer.

To enable equipment and trees to be purchased, funds will be raised by:

- a) Applying to grant-giving organisations,
- b) Receiving donations from the local community
- c) Local fund-raising.

Applications for funds from grant-giving bodies will be drafted by members of the “Trees for Spondon” committee. These drafts will be submitted to the “Trees for Derby” group which will then process the application.

There are two options for the distribution of funds:

- a) “Trees for Spondon” can stipulate that any money raised by the group can only be used within the area covered by the group.
- b) If its use is not restricted by the above stipulation it can be used by “Trees for Derby” as it sees fit.