



ERF Mission & Objective Statements 2020 (can be extended)

- Develop the Forum and expand the membership
- Provide information via an up-to-date web portal and offer up a platform to share information and suggestions
- Engage with a wide variety of stakeholders in various sectors
- Share best practice and offering advice on current and future environmental solutions
- Share duty of care audits amongst members
- Improve Corporate Social Responsibility via engagement with the local and wider community
- Create training opportunities allowing the forum to exchange/discuss new technologies and ideas

Organisation definition

The Environmental Resource Forum is a not- for- profit organisation and unincorporated association, this type of organisation is one that does not earn profits for its owners. Any money earned by or donated to a not- for- profit organisation is used in pursuing the organisation's objectives.

An unincorporated association is an organisation that arises when two or more people come together for a particular purpose but decide not to use a formal structure like a company.

The ERF can be defined and seen as:

- A membership organisation
- It is free to draw up a democratic constitution setting out rules under which the Forum will run
- Do not have to register with any regulatory body (unless an annual income of over £5000 is present)
- Individual members and officers carry the risk of personal liability

Constitution

1.

- **Voting**
- There shall be 1 vote per steering group member organisation
- The Chair has the deciding vote in the event of a tied decision

2.

- **Meetings** (suggested meetings for 2020)
- Where possible, there should be 5 meetings in each year including the AGM in January/February
- March 26th
- June 25th
- September 24th
- December 17th

Meeting dates and venues will be agreed at the AGM for the coming year if possible

3.

Annual General Meeting

- **This meeting shall:**
- Review the mission and Objectives, Constitution, review the previous year's objectives and approve the previous year's AGM minutes
- Elect new positions, when and where required
- Aim to set objectives for the new year
- Agree to the annual membership fee

4.

Extraordinary meetings

- These meetings may be called as and when required by any member or steering group

5.

Guests & Speakers

- Guests and speakers may be invited to any meeting when required, please give prior notice to the Chair when possible
- Expenses are normally not paid (lunch is always provided free of charge)
- Payments may be made in exceptional circumstances if accepted by a quorum

6.

Agenda

- A written agenda will be sent out to all members via email prior to a meeting and the opportunity given to amend any details before the set meeting date
- Writing the agenda is normally the responsibility of the Chair or Honorary Secretary
- Issuing of the agenda can fall under the responsibility of the Chair or Honorary Secretary

7.

Minutes

- Writing of the minutes are normally undertaken by the Honorary Secretary but can be undertaken by any other member present, if required.
- The minutes will be submitted to the Chair via email
- The Chair will be expected to confirm the accuracy of the minutes with the Honorary Secretary prior to issuing them to all members
- An opportunity to amend the accuracy of the minutes will be given to all members at the following meeting
- Minutes will be verbally agreed and noted by the Chair
- Minutes will be posted regularly into the section provided on the website

8.

Documents

- The Honorary Secretary shall maintain a record of all agendas, minutes and correspondence (digital or written)

9.

Review

- The Mission & Objective Statements can be reviewed and amended if required at least annually
- Previous minutes and objectives shall be reviewed at the AGM
- Current objectives and minutes will be reviewed at the next meeting

10.

Quorum

- This should comprise of at least 4-5 steering group members (To be discussed)

11.

Positions

- The election of positions will normally take place by a majority vote at the AGM each year
- These should comprise of the following roles:
 - Chair
 - Deputy Chair
 - Honorary Treasurer
 - Honorary Secretary
 - Website / Membership coordinator
 - Any other (new) position if deemed required

No remuneration will normally be provided for any position for work done or expenses incurred unless agreed upon by a quorum

12.

Membership

- Membership forms are available online and can be downloaded easily
- Anyone wishing to become a new member and has any questions can send an email or call the number provided on the website www.environmentalresourceforum.org.uk
- Information should be provided to all new members such as, Meeting dates, Current list of members, Names of current officers and objectives of the ERF
- Members are requested to provide some form of contact details, company logo (if wished to be placed on the website), Bank and invoicing details if they are a paying member
- Members are required to complete the membership form and return to the Chair or other admin personnel
- The membership form contains a confidentiality agreement which must be signed
- Any public activity of the ERF which could require use of a member organisation's logo or identity can only be used upon approval by the appropriate company representative

13.

Steering Group

- The ERF aims for at least 5-8 organisations to represent the views of the Forum
- All steering group members have voting rights
- The steering group can discuss and approve new potential members and organisations
- Steering group members are requested to attend all meetings when and where possible

14.

Full Members

- Typically, these members represent Major local enterprises and authorities such as Councils' and Environmental Agency reps
- They are normally expected to be fully paying members
- They are normally expected to attend all the ERF meetings

15.

Associate members

- These members can represent a wider range of businesses involved in Waste, Nature, Environmental or other important sectors and are interested in providing information and contributing to the missions and objectives of the Forum
- These members do not have to be a paying member but can contribute a donation if they so wish
- Must be voted in by a majority of the steering group

16.

Member details

- A full contact list of all members should be held and maintained by the Honorary Secretary and /or Chair and only be used for other members

- No information should be forwarded on to any other parties in accordance to the new GDPR regulations without prior consent
- Contact details of all members can, if so wished, be displayed on the website with a headshot and a small biography

17.

Finance

- ERF is known as a “non-profit” organisation This term is however legally not recognised
- An annual fee will be payable by members (upon agreement) at the AGM
- Should there be a need or requirement to raise any additional funding for any projects, this will be discussed and voted on by the steering group

18.

Accounts

- The Honorary Treasurer is responsible for maintaining and managing the ERF accounts
- Any cash is held in a current account and if required petty cash can be made available
- Named positions have been authorised by the Bank to access the account, Honorary Treasurer, Chair and Deputy Chair
- Two signatories are required to sign any cheques up to £50 without additional authorities from other key members
- Cheques with a higher amount require to be authorised by the majority of the steering group
- Should the ERF close and cease to exist, the accounts will be closed, and any remaining funds be given to a variety of local charities discussed by agreed upon by all members
- A treasurer’s report should be presented at each ERF meeting
- Legally there is no current requirement to have audited accounts

19.

Duty of care audits

- Should any Duty of care audits be completed then the following rules should be applied:
- At all times the confidentiality of information should be maintained and only the auditee and ERF members who have no conflict of interests should be able to receive a copy of the report unless otherwise agreed until a minimum of 3 months have passed since the audit

20.

Website and internet presence

- The newly created (albeit not fully completed) website will be maintained and provide information and details of all members who so wish
- News and details about events, stories and contact details should be visible and easy to access
- If any member wishes to provide good news stories or have a relevant event promoted, they are to contact the ERF website coordinator who can subsequently get the information posted

- Members are to provide an up to date current logo and contact details to be displayed in “Our Members” section, if so required

21.

Conduct

- All members who represent their own company and the interests of the ERF are expected to act in accordance with all principles, policies and procedures of their own workplace rules and regulations
- It should always be recognised that the views of the ERF do not necessarily reflect those of the organisations represented
- Should a conflict of interest arise between the ERF and a member’s own organisation, they should notify the ERF officers upon discussions should take place to resolve any conflicts
- ERF officers may be requested to communicate with the media or in a public forum if requested, please be mindful of the ERF and other member organisations and act accordingly

Revised by and issued for approval

Craig Anthony Fox

Chair

Environmental Resource Forum

20th January 2020