**Allotment Committee – Timeline for election of new committee and new constitution**

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| **Key Steps** | **Actions needed** | **Who leading** | **Who approving** | **Completed by** |
| Decide and define Committee roles | **Set out all the Committee roles**   * Proposal from 15/11 meeting was Chair(s), Secretary, Treasurer, Membership, Lettings & waiting list, Communications, Line Management, Volunteer coordinator & socials, Site management (x2?), Outreach & Education * Decide if we have any members without roles (eg role for Nigel?) | Sarah T and Tyrrell |  | 30/11 |
| Define generic ‘job description’ template for each role with common features | Sarah L | Sarah T and Tyrrell | 30/11 |
| Populate each ‘job description’ for each committee role | Each role holder | Sarah T and Tyrrell | 12/12 |
| Define our constitution | **Working group to draft constitution**   * Need input from CDAS or Dulwich Estate? * Use templates, other examples? * Agree term for Committee membership – 3 years? How to phase it so the new committee doesn’t all stand in 3 years time * Is chair voted for by plotholders or by committee? If by committee then how does this work with nominating for specific roles? | Sarah T | Committee | Ready to be sent with EGM invitation – 23/01 or 30/01 |
| Open nomination for committee roles | **Agree nomination/ volunteer process**   * Does everyone need a nomination and seconder? Or can anyone volunteer without nomination/ seconder? * Can you volunteer/ be nominated for more than one position/ hold more than one position? * Can only plot holders volunteer, nominate and second? * Do we need an e-mail from each nominator and each seconder? * Are volunteers able to write an application letter/ manifesto/ credentials? If so what format? Word count? * Agree how on-line voting and in -person voting will work | ? | Sarah T and Tyrrell | 12/12 |
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| **Email out (to plotholders only?) with**   * Process and timelines for nomination * List of committee roles (Job descriptions on the website through links?) * Invitation to volunteer/ nominate/ second plus application letter etc | Mark | Sarah T and Tyrrell to approve e-mail | w/c 3/01  Deadline for nominations  w/c 17/01 |
| Send out invitation to EGM | Book venue for EGM – for 20/02 or 27/02 | Maureen |  | ASAP |
| Collate nominations and application letters for each Committee post | Mark? |  | 21/01 |
| **Email out invitations to EGM**   * including the list of nominations and their applications letters * process for on-line voting as well as in-person voting * New constitution (to be voted on?) | Mark | Sarah T and Tyrrell to approve e-mail | 23/01 or 30/01 |
| Notices up on EGM | ? |  |
| Prepare for EGM | Planning meeting at least 2 weeks before EGM – fix time | Maureen |  | w/c 7/02 |
| Hold EGM | **Agenda is**   * Constitution   + Why we need it, key features   + Vote on adoption * Committee membership   + Nomination for each position – and quick presentation by each person nominated   + Vote for each position (which order?) * Anything else? | Sarah T and Tyrrell |  | 20/02 or 27/02  Needs to be 4 weeks after invitation sent |