**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 3/01Deadline 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 27/02Needs to be 4 weeks after invitation sent |