

**FRIENDS OF MOUNTSFIELD PARK (FOMP)**

**ANNUAL GENERAL MEETING**

**Station Pub, Staplehurst Road, Hither Green,  
Saturday 16 January 2016 - 10-12**

**Agenda**

<b>Item</b>	<b>Lead</b>	<b>Timing</b>
1. Welcome and plan for meeting	Gareth Conyard (Secretary)	10:00-10:15
2. Chair's update	Rory McNally (Chair)	10:15-10:30
3. Submission of Statement of Accounts	Max Calo (Treasurer)	10:30-10:45
5. Discussion amongst all members	Rory McNally (Chair)	10:45-11:15
6. Speeches by those seeking election to FOMP executive roles	Gareth Conyard (Secretary)	11:15-11:45
7. Voting and counting of results	Gareth Conyard (Secretary)	11:45-11:55
8. Declaration of results	Gareth Conyard (Secretary)	12:00

We have reserved an area in the Station Pub for the AGM.

Details of Executive roles can be found at Annex A, with further information and details of the FOMP constitution at:

<https://mountsfieldpark.wordpress.com/fomp-meetings-constitution-minutes-and-consultation/>

## **FOMP Executive Group roles and responsibilities**

The FOMP Executive consists of seven posts. To ensure maximum flexibility to respond to changing circumstances in the future, only the Chair, Secretary and Treasurer are named as specific roles in the FOMP Constitution.

The remaining four Executive Group roles are not specified in the FOMP Constitution, but the following descriptions of responsibilities make clear who should be expected to do what, and how all FOMP members can get more involved.

All members of the Executive Group have equal voting rights in discussions, save for the Chair who has the casting vote in the case of a tie (as set out in paragraph 6.4 of the FOMP Constitution).

### **Chair**

The Chair is the head of FOMP, responsible for leading discussions and bringing members to decisions. The Chair is the key point of contact with external organisations, including the local authority, other Government and funding organisations, and like-minded groups in the local area. The Chair represents FOMP at meetings, putting across the views of members in accordance with decisions made. The Chair is obliged to provide an update at the AGM on activity since the last AGM and of plans for the future.

### **Secretary**

The Secretary is responsible for ensuring the smooth running of FOMP, including sending out agendas for meetings in good time and taking accurate minutes of meetings to be made available to members (except when confidential as set out in paragraph 6.8 of the FOMP Constitution). The Secretary will maintain the list of FOMP members, ensuring that all are invited to the AGM and other public meetings. Where necessary, the Secretary will ensure that FOMP adheres to all relevant legal requirements.

### **Treasurer**

The Treasurer shall ensure the proper management of FOMP accounts, submitting a statement to the AGM. The Treasurer has a responsibility to ensure that money spent by FOMP is done so in a way that is efficient and effective.

## **Campaigns Lead**

The Campaigns Lead will be responsible for developing clear plans designed to deliver FOMP's priorities, including establishing fundraising strategies as required. In the immediate future, the priority is continuing to deliver a café in Mountsfield Park that meets the needs and aspirations of the local community. As such, the Campaigns Lead will be expected to work closely with the Chair in meetings with the local authority and other external organisations in relation to the café, and to provide regular updates to FOMP members on progress.

## **Communications Lead**

The Communications Lead will take ownership of the FOMP communications activity including social media. Specifically this means the FOMP Facebook and Twitter accounts, as well as oversight of the main FOMP website (although other Executive Group members will continue to be able to post as appropriate). The Communications Lead will also undertake media activity on behalf of FOMP, asking Executive Group members to become involved as required (for example, asking the Chair to give an interview to a local reporter). Finally, the Communications Lead will oversee the FOMP brand and any merchandising linked to it.

The Communications Lead may wish to work with individual FOMP members on specific activity to make maximum use of the members' skills and knowledge.

## **Community Garden Lead**

The Community Garden Lead will oversee all FOMP activity in relation to the Community Garden. This will include ensuring that FOMP has suitable public liability insurance for any activity, that the local community is engaged and that a sufficient number of volunteers are available to make the community garden a success. The Community Garden Lead will take particular interest in engaging local schools and other community groups.

The Community Garden Lead may wish to convene a sub-committee of FOMP members to plan activity and help to engage the local community, making use of specific skills and knowledge.

## **Events and Social Lead**

The Events and Social Lead will oversee a programme of events designed to promote the objectives of FOMP and to further engage the local community in using Mountsfield Park. This will include working closely with the café owner, the local authority and Glendale, as well as external service providers to plan and deliver events. The Events and Social Lead will need to work closely with the Communications Lead to ensure effective marketing of events, and the Campaigns Lead to link events to fundraising activity.

The Events and Social Lead may wish to convene a sub-committee of FOMP members to support the overall programme of events, or to help in the organisation and delivery of specific events.