

Marston Vale Volunteers Co-ordinating Group Constitution

1.Title

The Title of the group shall be Marston Vale Co-ordinating Group (MVCOG).

2.Official Address

The official address for the group shall be:-

The Secretary,
Marston Vale Volunteers Co-ordinating Group,
C/o Marston Vale Forest Centre,
Station Road,
Marston Moretaine,
Beds. MK43 0PR

3.Purpose

MVCOG will liase between Volunteers and the Forest Team.

4.Management of Co-ordinating Group

To be by members of that group

5.To consist of at least five volunteer members elected annually at the Volunteers AGM, of a Forest and Centre team representative, of co-opted members as necessary and will only function with the endorsement of the Forest Team.

6.Officers

The Group to have the following officers; Chairman, Secretary and others as necessary. If required, any individual may hold more than one appointment. If an officer resigns during the year in office, the vacancy shall be filled by a member of the committee or a co-opted member.

7.Meetings

Meetings will be held as appropriate. The quorum required for a meeting shall consist of a representative of the Forest and Centre team and three Volunteer members. There will be no official meetings without the Forest and Centre representative.

8.The Annual General Meeting of all volunteers will be held in April of each year to enable election of the new co-ordinating group.

9.Extraordinary Meetings may be called when necessary.

10.Minutes of all meetings are the responsibility of the Secretary, or a substitute if required, and shall be the official record of the group's work. Minutes will be circulated electronically to group members and paper copy circulated to Forest and Centre teams

11.Procedure

The MVCOG will co-ordinate/liase with all relevant bodies, fundraising and other tasks deemed appropriate.

12.Dissolution

The MVCOG can be dissolved at an Extraordinary Meeting of all Volunteers with a quorum of 25% of volunteer members present or by forest management decision.. Any outstanding assets will be given to Marston Vale Trust, with the approval of the Forest and Centre teams, once all outstanding debts have been paid.

Marston Vale Co-ordinating Group (MVCOG)

Terms of reference

MVCOG came into existence as a result of discussions at the first Friends of Marston Vale conference in April 2001. Existing volunteers offered to take on a more central role in recruiting and retaining volunteers. As a result 6 people put themselves forward to develop the role of the group.

MVCOG will:

- Ensure that maximum numbers of volunteers are recruited for tasks
- Ensure that as far as possible, volunteers are recruited to take part in areas of work in which they have expressed an interest.
- Facilitate inductions of new volunteers
- Act as a forum for discussion of future volunteer activities
- Provide advice on volunteering to the Forest Team where possible
- Provide a communication link between volunteers and the Forest Team