



# WANA



WITHERLEY & ATTERTON  
NEIGHBOURS ASSOCIATION

## General Rules v4

### 1. What WANA wants residents to be involved in

- Voicing their views.
- Making choices.
- Monitoring, reviewing, and saying what you think about services that are provided by various bodies.
- Deciding how the local area should be improved.
- Developing a better sense of community spirit and identifying ways in which this can be done including social activities.

### 2. General rules

WANA will:

Have a recognised constitution which sets out the aims and objectives and is agreed by WANA members.

Clarify responsibilities and ensure accountability.

Provide a formal mechanism for making decisions.

Determine other rules as and when needs arise such as in the formation of sub groups.

### 3. Policies and procedures

WANA will abide by the following policies and procedures which will be reviewed and updated as required, :

Equal Opportunities  
General Data Protection Regulations (GDPR)  
Code of Conduct  
Safeguarding  
Handling money  
Conflict of Interest

#### **4. Roles of Steering Group members**

The committee is a group of people who are elected by members to:

- Represent all group members at meetings.
- Carry out the decisions of the group.
- Put forward the views of the group at meetings with outside bodies.
- Take responsibility for decisions and feedback its work to group members through general meetings and newsletters.
- Put the views and needs of group members into actions.
- Share out tasks so that everyone feels involved.

The Steering Group shall comprise:

Chair  
Vice Chair  
Secretary  
Treasurer  
Ordinary Members

Officers serve for a period of two years, nominations are invited one month before the Annual General meeting, elections take place at the Annual General meeting.

Other roles will be decided by WANA members and might include leads for fundraising, social events, marketing for example.

#### **5.Meetings**

5.1 Steering Group meetings – These are open meetings open to all residents of Witherley and Atterton. These meetings will provide the oversight, governance assurance and the decision-making body for WANA

##### **5.2 Subgroup meetings**

To enable effective operation of Subgroups, they are permitted to make decisions without reference to the Steering Group, provided that decisions are made with the agreement of at least one officer, and are in line with the WANA strategies and objectives. Decisions will be published in the subgroup meeting notes where they can be seen by all members of the Steering Group. Any Steering Group member may exceptionally, challenge a decision and call for the decision to be put to a vote.

5.3 Annual General Meeting (AGM) – These are meetings to feedback the work of WANA over the previous 12 months, and consult with residents on key issues/topics and the work plan for the upcoming year

#### **Document History**

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