



Kingsdown Park Chalet Owners' Association

Constitution and Rules

1. NAME

- The name of the Association is "Kingsdown Park (Chalet) Owners' Association" (KPCOA).

2. OBJECTIVES

The objectives of the Association are:

- To promote the amenities and preserve the character of Kingsdown Park.
- To establish and maintain a proper working relationship with the site owner/manager.
- To represent, as far as practicable, the views of owners in matters affecting the site in general.
- To pursue any other matters which may be decided by a simple majority vote of a General Meeting of the Association.
- For the purpose of aforesaid, to employ solicitors, counsel, surveyors, engineers, accountants and other professional or qualified persons to advise the Association.

3. MEMBERSHIP/VOTING

- Leasehold owners of chalets situated at Kingsdown Park shall all be eligible for membership of the Association except that the Landlord, the Landlord's representative, any company controlled by the Landlord and any employee of the Landlord shall not be eligible.
- Each owner, including 'group' owners (i.e., those owning two or more chalets), will be regarded as a single membership, regardless of the number of chalets owned.
- Each membership entitles one vote at Association meetings.
- If unable to attend a meeting, each membership can appoint a proxy to vote on their behalf. The proxy can either be the Chair of the meeting or another member of the Association. The appointment of a proxy must be notified to the Secretary in writing or by email in advance of the meeting. A proforma will be sent with the agenda.
- Membership of the Association shall be confirmed upon the payment of the first subscription and formal acceptance by the proposed membership of the rules and constitution of the Association.
- A member may resign by notice in writing to the Secretary and his/her resignation shall be effective on the day of the receipt of such notice by the Secretary.
- Membership will automatically terminate if the subscription is not paid by 15 March of each year

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4. SUBSCRIPTIONS

- The annual subscription will be reviewed annually and will be decided by the members at the Annual General Meeting. The Committee shall make a recommendation for consideration, based upon a review of the annual accounts.
- Any new member joining on or after 1 October in any year will be deemed to have paid their membership until 31 December of the following year.
- Joining fees and annual subscriptions, or parts thereof, are not refundable.
- The KPCOA shall secure appropriate insurance to indemnify the officers of the Association and members of the committee, against all liability incurred by them in good faith on behalf and in the name of the Association and acting within their authority

5. GENERAL MEETINGS

- The Annual General Meeting of the Association shall be held before 30 April in each year. The agenda and Statement of Accounts for the previous year (to 31 December) shall be circulated to members at least 21 days before the meeting and proposals for discussion and AOB shall be received by the Secretary in writing or via email at least seven days before the meeting.
 - Reports of the Chair, Secretary and Treasurer shall be given at the meeting and a copy of such report appended with the minutes.
- A Special General Meeting may be called at any time by the Committee and shall be called within 21 days of receipt of the written request of 20 memberships, addressed to the Secretary and stating the purpose for which the meeting is to be called. Notice of a Special General Meeting shall be circulated to members at least seven days before the meeting.
- The End of Season General Meeting shall be held on or before 31 October each year. The purpose of the meeting shall be to discuss issues which have arisen during the season.
- Minutes shall be circulated to members within one month of the meeting. The minutes taken at all meetings must represent a true and faithful account of that meeting without editing, redaction or omission.

6. GENERAL MEETING – QUORUM

- Fifteen memberships shall form a quorum for a General Meeting.

7. MANAGEMENT

- At the Annual General Meeting, a Committee of not more than 11 members, to ensure decisive decision making shall be elected to hold office until the next Annual General Meeting. The Committee shall consist of: Chair, Secretary, Treasurer and up to eight Committee members. Nominees to the Committee shall be received by the Secretary in writing or via email at least seven days before the Annual General Meeting accompanied by a short statement of introduction.
 - Nominees for potential new or co-opted committee members shall be seconded by a member whereas existing elected committee members can stand for re-election without being seconded.

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- A ballot paper including the nominees' statements of introduction shall then be circulated by email and posted on the KPCOA website in order that those not attending the Annual General Meeting can submit their vote to the Secretary in writing or by email in advance and brought to the meeting.
 - The Chair, Secretary and Treasurer shall each require the approval of a simple majority except where the position is contested in which case the candidate with the highest total number of votes will be selected.
 - The nominees for other members of the committee shall require the approval of a simple majority except where the number of candidates exceeds eight in which case the candidates with the highest total number of votes will be selected.
- The day-to-day business of the Association shall be managed by the Committee of whom a minimum of 51% of committee members shall form a quorum and decisions will require the approval of a simple majority of all committee members. Committee members shall make all reasonable efforts to ensure requested responses are provided within 7 days.
 - Minutes of the Committee Meetings shall be circulated to all members of the Committee within one month of the meeting and finalised within one month of receipt. Minutes of the Committee Meetings shall then be circulated to the membership by e-mail or in writing and added to the KPCOA website after approval by the KPCOA Committee.
 - Minutes of any meeting with the landlord and/or their representatives shall be reported to members with best effort within 14 days of the meeting and the minutes approved with best efforts within seven days. Minutes of any meetings with the landlord and/or their representatives shall be circulated to the membership by e-mail or in writing and added to the KPCOA website with best effort within seven days of their approval by the KPCOA Committee.
 - Details of significant decisions taken by the committee outside scheduled meetings, or other important information, shall be communicated to all members within 14 days.
- In the event that a committee vacancy arises between AGMs, the Secretary shall contact all members via email or post inviting expressions of interest within the following seven days. Where applications are then received by the Secretary, the committee can agree by a simple majority vote to co-opt *ex officio* and fill casual vacancies and give notice to members of any change within 14 days of appointments being agreed. In the event of more volunteers than roles, the existing committee members will select by majority vote, those individual(s) they believe bring the most appropriate skillset to the team and seek to ensure the selected person(s) contributes to the diversity & representation of the membership.
 - The committee, by a simple majority vote, can appoint individuals (members or otherwise) to assist on a voluntary basis with specific agreed tasks such as, but not limited to: Membership, Minute taking, Website management and liaison with Park Management.

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8. ACCOUNTS

- The Accounts of the Association shall be prepared up to 31 December each year and shall be audited by one Auditor appointed at the previous Annual General Meeting.

9. CHANGE OF CONSTITUTION OR RULES

- The Constitution or Rules may only be altered at a General Meeting of the Association held at least seven days after the notice of the proposed amendment(s) has been posted to all members. Any proposals should be passed to the Secretary for inclusion in the next General meeting at least seven days before the meeting
- Any such amendment(s) shall come into effect immediately it has been carried by a simple majority of the members present.
- Any revised Constitution and Rules shall be added to the KPCOA website within 7 days. All members shall be supplied with a copy of the Constitution and Rules after any amendment(s) with the minutes of the meeting at which the decision was reached.

10. DISSOLUTION

- The Association may be dissolved by Resolution at an Extraordinary General Meeting of which not less than 21 days' notice shall be given. The Committee shall thereupon realise the property of the Association and after discharge of all Liabilities shall (unless otherwise resolved by a General Meeting) divide the same equally between those persons who are Members at the date of the Dissolution and on completion of the division the Association shall be dissolved.

11. NOTICES

- Subject to any special requirement of these rules all notices to be given to a member shall be deemed to have been received on the day after the same shall have been posted electronically or otherwise to him/her or delivered to his/her last known address as held by the Secretary.

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APPENDIX 1 – Code of Conduct

- Members are expected to conduct themselves in an orderly fashion, respect other members, and respect the nature of confidential / sensitive information.
- Committee members should act as the leasehold owners' representatives and bring forward the views of owners in general. They should not raise matters that directly relate to their own specific personal circumstances.
- No individual shall be unfairly treated by another member
- Offensive, disruptive, threatening or abusive behaviour shall not be permitted, and no member should act in a manner that might bring the Association into disrepute.
- At meetings, the Chair's role is to facilitate the meeting, by seeking to maintain order and keep to the Agenda, and to ensure that each Member has the opportunity to speak about the matters that have been agreed in the Agenda.
- All KPCOA members must make their best efforts to comply with the Constitution and Code of Conduct at all times. Any breach may result in an inquiry by the Committee which shall have the power by majority vote to suspend elected officer(s) from their committee position(s) until the next AGM

APPENDIX 2 – Communication

- All communication to The KPCOA shall be addressed to the webmaster account or sent by post to the Secretary.
- Access to the webmaster account shall be restricted to the Secretary or other appointees as agreed by a majority of the committee.
- Email communication on behalf of committee shall be sent by the Secretary or agreed appointee from the webmaster for kpcoa.co.uk.
- Committee members' emails sent from their own personal email, and KPCOA Facebook page posts, must state on each occasion that they do not represent the view of the KPCOA.

APPENDIX 3 – Complaints Procedure

- Complaints from members must be in writing or via email, to the Secretary, and shall be acknowledged by them in writing or via email within 7 days in the first instance.
- The Committee (excluding those directly involved in the matter being investigated) will request written submissions of the facts and a decision made by the Committee will be issued as soon as practically possible.
- Where the complaint relates to the KPCOA itself the matter will be addressed by an independent person agreed by both the committee and complainant to whom written submissions of the facts will be requested

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and a decision issued by a representative of the committee as soon as practically possible.

- Any complaint that results in a cost implication to the KPCOA will be borne by the complainant.

APPENDIX 4 – Potential Conflicts of Interest

KPCOA COMMITTEE - CONFLICT OF INTEREST POLICY

The KPCOA is a Recognised Tenants Association (RTA) and as such has an obligation to represent all of the members of the Association at ALL times

The purpose of this policy is to protect the best interests of all the members of the KPCOA. Committee members may, on occasion, have the opportunity to advance their own personal interests and any committee member who acts outside the KPCOA's best interest will therefore be subject to action under the KPCOA's code of conduct.

A conflict of interest is any situation in which the personal interests of committee members seem to conflict with those of the organisation. This personal interest can be direct or indirect and Committee Members must avoid any conflict-of-interest situations, which could affect their judgement in performance of their duties for the Association.

Committee Members must not (without the prior written consent of at least 50% of all committee members during their term as a committee member) be involved with, engage in, or be concerned with, any organisation which has, or is seeking to have, a business or service-related relationship with the KPCOA. It is not permissible for any KPCOA committee member to set up any separate group, which might reasonably conflict with the best interests of the KPCOA, without the specific consent of a majority of the committee; and even with such consent, all KPCOA members must be kept informed of all events, correspondence, meetings etc. as they occur.

Any prospective committee member with such interests must disclose them to the committee for consideration prior to commencing a role. This includes those committee members with leading roles in either the Kingsdown Park Social Club, the Kingsdown Holiday Park Forum, or any other group which can be reasonably seen as connected with Kingsdown Holiday Park. Committee members must review/update their Conflicts of Interest declaration annually before each AGM. Full details must be provided on the attached form.

Examples of Potential Conflicts

- a) Investing in, or holding outside employment with, the landlord, their companies or suppliers
- b) Conducting association business with a relative without receiving permission from the committee
- d) Borrowing from, or lending to, association members.
- e) Accepting free gifts of anything other than nominal value, or incentives, from third parties

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This Code cannot and does not set forth every possible conflict of interest scenario. Therefore, there is no substitute for sound judgment by committee members in each case based upon the particular facts involved.

Restrictions

1. Related committee members cannot be assigned to committee roles or tasks where they will be required to check, process, approve, audit or otherwise review the work of a close relative.
2. Related members cannot simultaneously be assigned to key committee roles i.e., chair, secretary or treasurer.
3. If a member's situation changes over the course of the season, or a matter arises in which a conflict of interest may reasonably arise, all committee members have a duty to raise this with the entire committee who shall, by majority vote, have the power to require a person to step out of a particular topic/ debate, or in exceptional circumstances, require the member to step down from the committee for the remainder of the season.
4. If anyone identifies any behaviour which they perceive to constitute a conflict of interest, they should advise the KPCOA, in writing, at the earliest opportunity and the committee will assess the situation.

Any deviation to this must be agreed by at least 50% of the committee.

A close relative is considered as any of the following: Spouse/Civil Partner, cohabiting partner, Children, Parents, Brothers or sisters, Grandparents, Grandchildren, Uncle or aunt, Nephew or niece, Parents-in-law, Brothers, or sisters-in-law.

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Declaration of Interests Form

Name:

Position:

Chalet number:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances which could reasonably contribute to a conflict of interest. If in doubt, please declare all potential conflicts of interest.

Please delete as appropriate:

- I have no conflict of interest to report.
- I have the following potential conflict(s) of interest to report (please specify any other non-profit and for-profit organisations you (and your spouse/partner) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder. Please continue a separate page if required.

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I hereby certify that the information above is true and complete to the best of my knowledge.

Signature: _____

Date: _____

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Appendix 5 - eMail

KPCOA email use policy

Use of email by committee members is to support the goals and objectives of the KPCOA and users must ensure that they comply with current legislation and adhere to the KPCOA code of conduct.

All committee members shall have access to a personal KPCOA email address. Ideally, these addresses shall be used for KPCOA business but if members prefer to use their own personal email addresses, confidentiality must be respected.

The Secretary's role is to circulate email correspondence agreed by a majority of the committee using the KPCOA webmaster email address and copying all committee members. This should primarily be to members, the landlord and their agents and organisations/businesses providing services to the Association.

The Secretary shall ensure that the text is appropriately formatted, isn't proposing something illegal and is in line with the role, remit and constitution of the KPCOA.

On occasion, committee members may request that an email be sent on behalf of the KPCOA. All such proposed emails should be sent in a draft format to all committee members, so that they can review, comment and approve or not the circulation of the correspondence. This should normally be done within a 7-day window, so the Secretary can determine if there is majority support for its circulation. The secretary uses their judgement (in terms of at what point a consensus is not possible and as such applies the majority principle provided there are no additional issues of compliance with our protocols, legal matters or compliance with the KPCOA insurance) to draft the final email.

If a member does not approve a particular email, then they should clarify their objections for the record.

Only the Secretary, Treasurer and their appointed delegate(s) as per the KPCOA constitution shall have access to this mailbox.

Emails sent to webmaster shall be forwarded to the committee member from whom a response is required and copied to all other committee members (unless containing confidential details)

- Replies to emails which have been forwarded from webmaster shall always be cc'd to webmaster for transparency – and shall comply with the guidelines below
- Replies to emails sent from individuals to specific KPCOA committee members do not need to be cc'd to webmaster providing they comply with the guidelines below

Required protocol

- KPCOA email addresses should be used for KPCOA purposes only
- An out-of-office message shall be used whenever an email is unlikely to be read within 72 hours of receipt

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- The webmaster address shall always include an auto-reply message to clarify receipt of an email and likely response time
- All emails should start with a greeting (e.g. “Hi”, “Dear xxx” ...) and should all finish with a closing phrase such as “Kind regards”
- An email addressed to an individual requires a response. An email where the recipient has been cc’d does not
- All committee members may reply to quote existing KPCOA policy and provide answers to questions which can be clarified with previously agreed information
- Where the email requires KPCOA to make a decision, the reply must be to advise when a decision is likely to be reached (e.g., after next committee meeting on x date – or within x days once other members have been consulted)
- Where the committee carries out a consultation by email, if a member has a dissenting view then they should explain their position and not simply voice a disagreement.
- Emails containing KPCOA decisions must be sent from the webmaster email address with the prior approval of a majority of the committee, who authorise the secretary (or agreed deputy) to send it out. The final copy should be cc’d to all committee members
- All emails must contain wording to clarify that the email represents the views of the individual and are not necessarily those of the KPCOA as an entity.
- Replies to one email thread must not be mixed with other threads and the title of an email should always reflect the topic referred to
- As a general rule, unnecessary email proliferation should be avoided.

Unacceptable behaviour

- distributing materials that might be considered indecent, illegal, discriminatory, offensive, or abusive.
- transmitting unsolicited commercial or advertising material.
- distributing confidential or sensitive information (save where necessary to conduct committee business)
- forwarding emails sent to an individual without the original sender’s prior consent

Abuse of emails shall be managed via the KPCOA Code of Conduct.

Appendix 6 – Facebook

KPCOA Facebook Policy

Status

- The KPCOA is a legally recognised body with an elected committee, that have come together to represent the common interest of all its association members.

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- The Facebook group is “Private” and only members can see who's in the group and what they post.
- The Facebook group is “Visible” and anyone can find this group.

Background & Purpose

- The Facebook group was created to complement our website (kpcoa.co.uk) and provide an easy-to-use alternative to email in a less formal context.
- The group allows KPCOA members to rapidly communicate with other members on varied matters such as (but not limited to) dates available for guests to stay, changes in legislation, social activities and general park issues.

Membership

- Membership is limited to chalet owners who are paid-up members of the KPCOA, and up to two additional members of their immediate families.
- The additional members can be requested by the person wishing to join, or invited by an existing member.
- In either case, prior to approval, the request will be validated and checked against the KPCOA membership database, and other reasonable checks will be made to establish eligibility.
- Membership shall end if a chalet is sold, or if membership subscription is more than 6 months in arrears.

Administration

- The group is to be monitored and administered by 2 or 3 members of the group as appointed by a majority of the KPCOA committee.
- Admin users must be paid-up KPCOA members.
- The role is open to all KPCOA members, not just those on the committee.
- Admin users shall make best efforts to ensure all content is legal and in accordance with the KPCOA constitution.
- Admin users shall process new memberships when requested, and remove members when it is clear they are no longer eligible.
- New requests are normally validated by asking 3 questions - chalet number, relationship to owner, owners email or phone number (as held on KPCOA database.)
- Admin users shall remove members who they know to no longer be eligible for membership
- Admin users shall action an annual review to identify persons who are still members but should have been removed – but were not identified during the year (eg chalet sold, but KPCOA was unaware.)
- Any decision made by an admin user can be appealed to the KPCOA committee whose decision shall be final.

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Appendix 7 – Roles & Responsibilities

Context - *The KPCOA is a consultative committee in respect of the landlord's management of the estate. It is the role of the committee to monitor service charges levied by the owner (to which we pay 15% profit on costs, plus VAT.)*

Committee Role Descriptions & Person Specifications

Chair – Role Description & Person Specification

The Chair has a strategic role to play in representing the vision and purpose of the KPCOA. The Chair ensures that the committee functions properly, that there is participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out. The Chair's responsibilities include:

Ensuring the management committee functions properly

- To plan and run meetings in accordance with the constitution
- To ensure matters are dealt with in an orderly, efficient manner
- To bring impartiality and objectivity to meetings and decision-making
- To facilitate change and manage potential conflict
- To chair the majority of meetings, ensuring adherence to timescales, that all agenda items are adequately covered, facilitating focussed discussion and allowing all members to contribute
- To allow the committee to function effectively and avoid taking on the duties of other members of the committee

Ensure the association is managed effectively

- To keep an overview of the association's affairs
- To ensure expertise is employed as required
- To facilitate change and address conflict with the association
- To ensure decisions are reached, before progression to subsequent agenda items

Represent the association

- To effectively communicate the vision and purpose of the association
- To be aware of the current issues that might affect the association
- Liaise with all committee members to achieve consensus and alignment

Qualities and skills required

- Good leadership skills
- Facilitating adherence to the constitution
- Demonstrating full sense of the "bigger picture"
- Good communication, interpersonal and influencing skills.
- Honesty - With no history of bankruptcy or financial irregularity

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Time Commitment: The role requires an estimated commitment of 4 hours per month.

The Chair shall serve for no more than 3 consecutive years subject to being re-elected at the AGM, unless there is no other candidate willing to serve, in which case they may continue for no more than a further 3 years subject to annual re-election. The term automatically ceases after a maximum of 6 years, and the Chair is not eligible to stand for election as Chair for a period of 2 years.

Secretary - Role Description & Person Specification

The role of the secretary is to support the committee in ensuring the smooth functioning of the Committee and take a leading role in the day-to-day administration of the KPCOA. The Secretary's responsibilities include:

Ensuring Responsible Administration

- To prepare agendas in consultation with the Chair and facilitate Team/ Zoom meetings or similar as appropriate
- To receive agenda items from other committee members and circulate agendas in good time.
- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, Zoom facilities etc).
- Record attendance and apologies, ensure that quorum is present, and to ensure meetings are minuted, involving the services of a minute's secretary or via electronic recording, as agreed by a majority of the committee
- To ensure that the minutes are approved as appropriate and circulated
- To check that committee members have carried out agreed action(s)
- To ensure records are kept of all decisions reached
- To ensure up-to-date records are kept of membership.
- To ensure all applicable statutory requirements are met.
- To oversee the KPCOA website
 - Ensuring full recording of all relevant documentation and appropriate access for members / general public
 - Involving, if appropriate, the services of a website hosting agent.
- To manage all correspondence
 - replying to all letters / emails – in accordance with constitution and rules agreed by the committee
 - ensuring appropriate logging and appropriate access
 - writing and sending any email / letter agreed by the committee
- To ensure compliance with GDPR legislation

Qualities and Skills Required

- Experience of committee work and procedures / administration.
- Good communication, organisational and interpersonal skills.
- Good at maintaining records.

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- Impartiality, fairness, and the ability to respect confidences.
- Approachable and sensitive to the feelings of others demonstrating tact and diplomacy.
- Well organised with an eye for detail.
- Ability to work well with a Chair & Committee.
- Familiarity with key Microsoft Word, Excel and Teams / Zoom or similar applications.
- Honesty - With no history of bankruptcy or financial irregularity

Time Commitment: The role requires an estimated commitment of 3 hours per month.

The Secretary shall serve for no more than 3 consecutive years subject to being re-elected at the AGM, unless there is no other candidate willing to serve, in which case they may continue for no more than a further 3 years subject to annual re-election. The term automatically ceases after a maximum of 6 years, and the Secretary is not eligible to stand for election as Secretary for a period of 2 years.

Treasurer - Role Description & Person Specification

The role of the treasurer is to maintain an overview of the KPCOA's financial affairs, ensuring that proper financial records and procedures are maintained. The Treasurer's responsibilities include:

General financial oversight

- To oversee and present budgets, accounts, and financial statements.
- To liaise as appropriate regarding all KPCOA financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation and requirements of statutory bodies.

Financial planning and reporting

- To present financial reports to the committee as required with good records of all income and expenditure.
- To liaise with the appointed auditor
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the financial implications of operational plans and fundraising and protect the financial interests of KPCOA.
- Manage the bank account(s) of KPCOA.
- To ensure that there is no conflict between any investment held and the aims and objectives of the KPCOA.

Qualities and Skills Required

- Experience of financial control and budgeting.
- Good communication and interpersonal skills.
- Organised with strong ability to ensure decisions are taken and followed-up.
- Familiarity with key Microsoft Excel or similar
- Honesty – With no history of bankruptcy or financial irregularity

Time Commitment: The role requires an estimated commitment of 2 hour per month.

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The Treasurer shall serve for no more than 3 consecutive years subject to being re-elected at the AGM, unless there is no other candidate willing to serve, in which case they may continue for no more than a further 3 years subject to annual re-election. The term automatically ceases after a maximum of 6 years, and the Treasurer is not eligible to stand for election as Treasurer for a period of 2 years.

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Committee Member - Role Description & Person Specification

Being a committee member is not only about attending meetings but about working with the other members of the committee to reach a consensus about matters before it.

General Responsibilities

- To make decisions as a collective group. Collective responsibility entails members supporting a decision a committee has made even though the member may not necessarily have voted in favour of it or may have been absent from the meeting.
- To ensure that all decisions are taken in the best interests of the Association and in accordance with the Associations aims and objectives.
- To act in accordance with the principles set out in the Code of Conduct which incorporate the 7 Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Members of the committee are appointed as individuals, and for their specific skills, knowledge or interests they can offer. While members from specific groups may stand, or be nominated, to bring the views of that group to the meeting, the interests of the Association must always be the overriding consideration.

Whatever the item under discussion, a committee is not empowered to discuss individuals, or individual cases, unless this is explicitly set out in the Associations terms of reference or approved by the Chair/Secretary prior to the meeting.

Role responsibilities

- Endeavour to attend all meetings
- Send apologies and provide comments on issues when unable to attend.
- Prepare for the meeting by reading the agenda, papers and any emails beforehand.
- Arrive on time. Stay to the end.
- Participate fully in the meeting, listening to what others have to say, contributing positively to the discussion and providing concise comments.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned at the meeting and be prepared to report back on progress at the next meeting.
- Maintain confidentiality and adhere to the Code of Conduct.
- Liaise with park staff and manager to ensure strong and healthy relationships continue to thrive, and up to date information can be shared as required to ensure the committee continues to be effective in its information gathering and responses.

Qualities and Skills Required

- Relevant experience
- Good communication and interpersonal skills.
- Team player
- Organised - with strong ability to ensure decisions are taken and followed-up.

Time Commitment: The role requires an estimated commitment of 1 hour per month.