



**TARLAND DEVELOPMENT GROUP**

Charity No. SC041598. Scottish Charitable Incorporated Organisation

## **Tarland Development Group**

### **Sub-group Policy**

Some projects have members (e.g. bee group, composting scheme and community garden) for which a separate membership form is completed and a membership fee is paid. All such project members (hereafter called sub-group members) are encouraged to become members of TDG, however, in practice, this does not happen in all cases. As such, sub-group members who do not join TDG may perceive that they have no direct influence on how the project or organisation is run.

It is important that those who are managing the project (the sub-group steering group) take steps to ensure that their decision-making processes are transparent and accessible to their sub-group members. This can be achieved by following the guidelines below:

- Sub-group steering group is established with at least one TDG Trustee plus other sub-group members. TDG Trustee represents sub-group at TDG Trustees meetings.
- Membership of steering group is open to anyone in the sub-group who expresses an interest.
- Decisions taken by steering group are underpinned by the policies and procedures of TDG.
- The sub-group may in time need to develop separate documents or procedures, which must be approved by TDG Trustees at a Trustees meeting.
- Steering group must be clear about how the project is run, provide updates (via email or at annual meeting), welcome suggestions, comments and feedback from sub-group members, and allow them to attend steering group meetings should they so wish.
- Steering group must provide sub-group members with an annual update on the project finances (via email or at annual meeting).
- Annual sub-group membership forms should advise becoming a member of TDG.

Following the TDG Complaints Policy available on the TDG section of the Tarland website, a member of the sub-group wishing to make a complaint should do so firstly through a TDG Trustee on the sub-group steering group. If the issue is not resolved to their satisfaction, they should then approach the Chair of TDG directly and the matter will be discussed at the next TDG Trustees meeting.

12 September 2019

