

CRAIGMILLAR ABILITY NETWORK

YEAR TO 31 MARCH 2008

Structure Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 28 March 2002 and registered as a charity on 28 March 2002. The company was established under a Memorandum & Articles of Association which established the objects and powers of the charitable company and it is governed under the Articles of Association. In the event of the company being wound up members are requested to contribute an amount not exceeding £ 1.

Recruitment and Appointment of Trustees

Trustees are nominated by full CAN member and the elected to the board through the process as per the company memorandum and articles of association at the Annual General Meeting. Other directors may be co-opted on to the board at discretion of the elected board

No Director may be an undischarged bankrupt and must agree to a disclosure Scotland check

Trustee Induction and Training

The member will usually approach the manager, or the manager or existing board member may approach a member who has registered an interest. The member will be invited to submit a CV and letter to the Board which will be considered by the board at the next board meeting. If appropriate the member will be invited to an interview/meeting with the board and then co-opted on to the board then elected if appropriate at the next AGM.

The trustees are inducted to the company policies and procedures by two experienced board members and the manager. They are then invited to join an in-house training day followed by a governance training day delivered by EVOC.

Risk Management

The Trustees have examined the major strategic business and operational risks which the charity faces and confirms that the systems in place enable regular reports to be provided so that the necessary steps can be taken to minimise any potential risks.

Like many service providing charities, the organisation can only function with the annual grants received from the City of Edinburgh Council.

Organisational Structure

As stated above the committee is the ultimate decision making body, but the day to day running of the organisation is delegated to the Manager.

The manager meets regularly with the office bearers of the board and presents a monthly report to the board. The manager also attends all the board meetings and is available within an open door policy to all board and company members.

Related Parties

CAN is in partnership with The Department of Works and Pensions, Her Majesties Customs & Revenues Department, Edinburgh Volunteers Organisation, City of Edinburgh Welfare Rights Department, Kinsfolk Carers and Change Works.