**BUSCA STRUCTURES and FUNCTIONS**

**BUSCA is a Charitable Incorporated Organisation that consists of 9 distinct activity sub-groups:**

 Barrow Voice **4**

 Events **6**

 Heritage **2**

 Library **6**

 New Community Building Committee **4**

 Panto **4**

 Twinning **5**

 Websites **2**

 Youth Theatre **4**

The CIO is managed by a Council of Trustees.

Every sub-group is represented on the Trustee Council by at least 2 trustees. (see numbers)

**What does the Council of Trustees do at the moment?**

1. Treasuring for all but Twinning
2. Surveillance of treasurer in i) eg ensuring that the accounts are independently examined annually
3. Provides insurance
4. Ensures compliance with Charity Commission including writing annual report
5. Formulates policies for the whole organization (eg Equal Ops, Child Protection etc)
6. Co-ordination and communication of the activities of all sub-groups (largely via reporting by the trustees who represent each activity group)
7. Some communication with other village organisations (eg Parish Council; Bish Bev - 5 Trustees are Parish Councillors and 2 Trustees are also trustees of Bish Bev.)
8. Promotion and advertising of the whole BUSCA body via membership, social media, Barrow Voice, website, leaflets etc.
9. Future development of BUSCA
10. Manage the community bar at Humphrey Perkins School
11. Respond to requests for grants from other village organisations and/or individuals (though this is now infrequent).

**What should the Council of Trustees be doing or doing more of in future, perhaps?**

1. Compliance with Health and Safety regulations
2. Compliance with Data Protection legislation
3. Compliance with other relevant legislation??? Eg ?
4. Looking for new opportunities for improvement of life in the community (the promotion of the Community Library was a prime example of this)

**Who does what?**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is involved** | **What skills are involved?** |
| Treasuring | David R | Financial |
| Surveillance of Treasurer | All Trustees |  |
| Insurance | David R; Judith R | Related knowledge |
| CC compliance | David R | Related knowledge/ legal / financial |
| Policy formulation | Judith R, Brian T, Diane T, Val G, Alan W | Related knowledge |
| Co-ordination between sub-groups | Judith R | Bossiness |
| Communication between sub-groups | Most Trustees | Related knowledge |
| Communication with village organisationsAndPromotion and advertising | (Barrow Voice) (Parish Council) (Website) Craig J, Ginnie W, Val G, Judith R, Wendy W, Sue R, Ted R, Pauline R, Anthea BDiane T (Social media) | Related knowledge |
| Future development of BUSCA | Alan W, Judith R etc |  |
| Management of community bar | David R, Ted R, Mike C | Holders of Personal Licences |

I conclude that my main role as a trustee is co-ordination and promotion eg setting up meetings; co-ordinating the creation of the Annual Report; distribution of leaflets and welcome packs.

Much of my day to day efforts are involved in one or other sub-group

 I am very involved in **i**) Barrow Voice (Advertising manager)

 ii) Events (co-ordination)

1. Library (insurance and a bit of admin)
2. Panto (co-ordination; publicity; admin)
3. Youth Theatre (co-ordination; publicity; admin)
4. Website (a little bit of co-ordination)

David is the only person who deals with finance generally but Graham Hobbs deals with the finances of the Twinning Group.