

Constitution for Mothers' Union: Diocese of Carlisle

1. Name

The name of the charity is *Carlisle Diocese Mothers' Union*. It is an unincorporated association registered as charity number 1078251. It is affiliated to Mothers' Union, a charity incorporated by Royal Charter (charity no: 240531) through its shared aim and objects, and by virtue of its acceptance as an affiliate by the central charity and its adherence to the rules and regulations of the movement. The Mothers' Union in the Diocese of Carlisle will draw its membership from and operate within the geographical area shown on the attached schedule.

2. Aim, Purpose & Objects

The vision of Mothers' Union is of a world where God's love is shown through loving, respectful, and flourishing relationships. The aim and purpose of Mothers' Union is to demonstrate the Christian faith in action by the transformation of communities worldwide through the nurture of the family in its many forms.

In furtherance of this aim and purpose Mothers' Union will carry out all or any of the following Objects.

- 2.1 To uphold Christ's teaching on the nature of marriage and to promote its wider understanding;
- 2.2 To encourage parents to bring up their children in the faith and life of the Church;
- 2.3 To maintain a world-wide fellowship of Christians united in prayer, worship and service;
- 2.4 To promote conditions in society favourable to stable family life and the protection of children; and
- 2.5 To help those whose family life has met with adversity.

Mothers' Union is firmly rooted in a voluntary ethos. Its governance, leadership, and activities are driven by and undertaken through its members.

Members of Mothers' Union believe firstly, in the value of each individual and their unique qualities, in the value of relationships. Jesus said, "Love the Lord your God with all your heart, with all your soul, and with all your

mind. This is the first and greatest commandment. And the second is like it: Love your neighbour as yourself.” And secondly, in the value of family in its many forms as a source of love and support for individuals and as the basis for a caring community.

In keeping with this, the following shall be observed annually as special days of prayer and thanksgiving for the Mothers’ Union:

The Feast of the Annunciation (25th March or such other date as may be appointed for the keeping of that Festival)

Mary Sumner Day (9th August)

All meetings of Mothers’ Union shall include a time of prayer. As far as possible, an annual Retreat and Quiet Day shall be offered to members.

3. Powers

As an unincorporated association the Trustees have the power to do anything lawful which is calculated to further the objects of the charity or is conducive or incidental to doing so. In particular, the Trustees have the power to:

- 3.1 buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.
- 3.2 sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011.
- 3.3 employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may not employ or remunerate a serving charity trustee.
- 3.4 deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the Charity to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.
- 3.5 borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The Charity must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land.

- 3.6 To promote or carry out appropriate research.
- 3.7 To provide appropriate advice, practical support and financial support, in line with the objects of the Charity, in the geographical area set out in Clause 1.
- 3.8 To publish or distribute information that supports or furthers the charitable objects.
- 3.9 To provide financial and other support for the work of Mothers' Union worldwide.
- 3.10 To insure the property of the Charity against any foreseeable risk and take out other appropriate insurance policies.
- 3.11 To raise funds. In exercising this power, the trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations.

4. Accounts, Annual Report and Annual Return

The trustees shall comply with the accounting requirements of the prevailing Charity law, relevant to the income/expenditure level of their charity, with regard to:

- 4.1 The keeping of accounting records for the charity.
- 4.2 The preparation of annual statements of account for the charity.
- 4.3 The auditing or independent examination of the statements of account of the charity.
- 4.4 The preparation of an Annual Report and the sending of it together with the statements of account to the Charity Commission.
- 4.5 The preparation of an Annual Return and its transmission to the Commission.
- 4.6 The Trustees must keep proper records of:
 - 4.6.1. All proceedings at general meetings;
 - 4.6.2. All proceedings at meetings of Trustees;
 - 4.6.3. All reports of committees; and
 - 4.6.4. All professional advice obtained.

- 4.7 Accounting records relating to the Charity must be made available for inspection by any Trustee at any time during normal office hours and may be made available for inspection by members if the Trustees so decide.
- 4.8 A copy of the Charity's latest available statement of account must be supplied on request to any Trustee or member. A copy must also be supplied, within two months, to any other person who makes a written request and pays the Charity's reasonable costs.

5. Bank accounts

The trustees shall ensure that the assets of the charity are to be held in the name of the charity. Bank accounts will be in the name of the charity and not that of one or more individual trustees. There should be two signatories for each cheque and other bank instructions. There should be sufficient signatories to the account to ensure smooth operation of the accounts. See Appendix 4.

6. Membership

- 6.1 Membership shall be open to all those who have been baptised in the name of the Holy Trinity and declare their support for the Aim, Purpose and Objects of the charity.
- 6.2 The Trustees may only refuse an application for membership if doing so would, in their reasonable and proper opinion, be in the best interests of the Charity.
- 6.3 The Trustees will set the amount of any subscriptions which will include the contribution agreed annually to be part of the national and worldwide movement of Mothers' Union.
- 6.4 The Trustees will keep a register of members.
- 6.5 A member whose subscription is six months in arrears ceases to be a member but may be reinstated on payment of the amount due.
- 6.6 A member may resign by written notice to the Charity.
- 6.7 The Trustees may by resolution terminate the membership of any member on the ground that in their reasonable opinion the member's continued membership would be harmful to the Charity. The Trustees

may only pass such a resolution after notifying the member in writing and considering the matter in the light of any written representations which the member puts forward within 14 clear days after receiving notice.

7. Charity Trustees

7.1 The Trustees of the Charity have control of the Charity and its property and funds. It is the duty of each trustee:

(a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the Charity in the way he or she decides in good faith would be most likely to further the purposes of the Charity; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

(ii) if he or she acts as a charity trustee of the Charity in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

7.2 Every Trustee must be an eligible natural person over the age of 18 years old

7.3 The Trustees when complete consists of at least three and not more than fourteen individuals, all of whom must be members. The majority of Trustees, including the Diocesan President, are elected by an electoral college of members comprising a proportion of the membership each of whom represent a constituency of members, as well as the current and immediate past Diocesan Presidents. The full electoral arrangements and process to be set out in local byelaws and regulations. See Appendices.

7.4 The Trustees consist of:

7.4.1. The Diocesan President as Chair of Trustees.

7.4.2. Between two and ten other elected Trustees. For effective governance, this should ideally be up to two Vice Presidents, the Action and Outreach coordinator, and all deanery leaders, in order to represent each geographical

area within the diocese and provide adequate skills to ensure effective monitoring and development of the Charity in all areas of its work.

7.4.3. The trustees have the power to set up teams or units as appropriate to cover communities of interest. Their coordinators shall be elected by Council and may be Trustees. In addition, the Trustees have the power to co-opt up to three members.

7.5 A retiring elected Trustee who remains qualified may be re-appointed for a second three year term. Co-opted Trustees should normally serve a single three year term.

7.6 Every Trustee after appointment or reappointment must sign a declaration of willingness and eligibility to act as a charity trustee of the Charity before he or she may vote at any meeting of the Trustees.

7.7 A Trustee's term of office automatically terminates if he or she:

7.7.1 Is disqualified under the Charities Act from acting as a charity trustee;

7.7.2 Is incapable, whether mentally or physically, of managing his or her own affairs;

7.7.3 Is absent without notice from three meetings without good reason within a twelve month period of the Trustees and is asked by a majority of the other Trustees to resign;

7.7.4 Ceases to be a member of the Charity, but such a person may be reinstated by resolution of all the other members of the Trustees on resuming membership of the charity before the next AGM;

7.7.5 Resigns by written notice to the Trustees (but only if at least two Trustees members will remain in office);

7.7.6 Is removed by a resolution passed by all the other Trustees after they have invited the views of the Trustee concerned and considered the matter in the light of any such views;

- 7.8. Trustees provided they are mentally and physically capable of holding office for a further term will be eligible at the end of the Triennium for election to a further term of office with the agreement of the current Board of Trustees.
- 7.9 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.
- 7.10. If the number of trustees falls below the minimum number of three, the remaining trustee or trustees may act only to call an extraordinary meeting of the charity Members
- 7.11 No Trustee may receive any direct or indirect benefit in money or in kind from the charity; or have a direct or indirect financial interest in the supply of goods or services to the charity; or acquire or hold any direct or indirect interest in property of the charity (except in order to hold it as trustee of the charity) without the prior written approval of the Charity Commission.
- 7.12 The only exception to clause 7.11 above is that Trustees may benefit from trustee indemnity insurance cover purchased at the Charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011

8. Conflict of Interest and Loyalty

- 8.1 A charity trustee must:
- (A) declare in writing the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared; and
 - (B) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter and this must be recorded in the minutes.

9. Trustees' proceedings

- 9.1. The Trustees must hold at least three meetings each year, usually at the beginning of February, June and September. The Diocesan Secretary or his/her deputy will be in attendance to record the minutes of the meetings. The Diocesan Treasurer will also attend.
- 9.2. Resolutions may be passed by a simple majority of votes at any quorate meeting.
- 9.3. A quorum at a meeting of the Trustees is fifty per cent of the Trustees plus one. If a quorum is not present, then no decisions may be taken and an additional meeting must be convened on a date within the next 30 days. If the reconvened meeting is also inquorate, then the Trustees present will constitute a quorum, subject to a minimum of two Trustees.
- 9.4. Any charity trustee participating at a physical meeting by suitable electronic means, agreed by the charity trustees, in which a participant or participants may communicate with all the other participants shall qualify as being present at a physical meeting.
- 9.5. A meeting of the Trustees may be held either in person or by suitable electronic means agreed by the Trustees in which all participants may communicate with all other participants. Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes
- 9.6. The Diocesan President as Chair or (if the Chairman is unable or unwilling to do so) some other member of the Trustees chosen by the Trustees present presides at each meeting of the Trustees.
- 9.7. A resolution which is in writing and signed by all the Trustees is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
- 9.8. Except for the chairman of the meeting, who has a second or casting vote, every Trustee, whether appointed or elected, has one vote on each issue.
- 9.9. A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting of the Trustees.

9.10 The charity trustees must keep minutes of all:

- (A) appointments of officers made by the charity trustees;
- (B) proceedings at general meetings of the Charity;
- (C) meetings of the charity trustees and committees of charity trustees including
 - the names of the trustees present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate, the reasons for the decisions;
- (D) decisions made by the charity trustees otherwise than in meetings

10. Trustees' powers

The Trustees have the following powers in the administration of the Charity:

- 10.1. To appoint a Treasurer and other honorary officers from among their number.
- 10.2. To delegate some of their powers or functions to committees or individuals and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation. However, authority to make decisions that bind the board may only be delegated to committees that consist of three or more members appointed by the Trustee Board including at least two Trustees. The Trustees must maintain effective oversight over all delegated functions. All proceedings of committees must be reported promptly to the Trustees.
- 10.3 To make standing orders consistent with this Constitution to govern proceedings at general meetings.
- 10.4 To make rules consistent with this Constitution to govern their proceedings and the proceedings of committees.
- 10.5 To make Bye Laws and regulations consistent with this Constitution to govern the administration and operation of the Charity.

10.6 To resolve, or establish procedures to assist the resolution of, disputes within the Charity.

10.7 To exercise any powers of the Charity which are not reserved to a general meeting.

11. Diocesan Council and General Meetings

11.1. The Diocesan Council shall be the forum for discussion of the affairs of the Charity in the Diocese and shall meet twice a year, usually March and October. Membership of Council is as follows:

Diocesan President

Up to two Diocesan Vice Presidents

Diocesan Chaplain

Diocesan Secretary

Diocesan Treasurer

A and O co ordinator and project representatives (eg MUE, AFIA)

Communities of Interest leaders and deanery representatives

Deanery Leaders

Deanery Secretaries and Treasurers

Branch Leaders

The October meeting of Council shall incorporate an Annual Meeting which any member may attend.

Members are entitled to attend general meetings of the Charity in person. General meetings are called on at least 14 days' written notice to all the members specifying the business to be transacted.

11.2. There is a quorum at a general meeting if the number of members personally present is at least 5 per cent of the members. If a quorum is not present, then the meeting must be reconvened on a date within the next 30 days. If the reconvened meeting is also inquorate, then the members present will constitute a quorum, subject to a minimum of 3 members.

- 11.3. The Chairman or (if the Chairman is unable or unwilling to do so) some other member elected by those present presides at a general meeting.
- 11.4. Except as otherwise determined in this constitution, every issue at a general meeting is determined by a simple majority of votes cast by the members present.
- 11.5. Except for the chairman of the meeting, who has a second or casting vote, every member present in is entitled to one vote on every issue.
- 11.6. An AGM must be held in every year. The first AGM may be held at any time within 18 months after the formation of the Charity.
- 11.7. At an AGM the members:
 - 11.7.1. Receive the accounts of the Charity for the previous financial year;
 - 11.7.2. Receive the report of the Trustees on the Charity's activities since the previous AGM;
 - 11.7.3. Accept the retirement of those elected Trustees who wish to retire or are retiring at the end of their term of office;
 - 11.7.4. Appoint an auditor or independent examiner for the Charity where required;
 - 11.7.5. May confer on any individual (with his or her consent) the honorary title of Patron of the Charity; and
 - 11.7.6. Discuss and determine any issues of policy or deal with any other business put before them by the Trustees.
- 11.8. Any general meeting which is not an AGM is an EGM. (Extraordinary General Meeting)
- 11.9. An EGM may be called at any time by the Trustees and must be called within 14 clear days after a written request to the Trustees from at least ten per cent of the members.

12. Amendment

As provided by the Charities Act 2011:

(1) This constitution can only be amended: by a resolution passed by a two thirds majority of those voting at a general meeting of the members of the Charity called in accordance with clause 11 (General meetings of members).

(2) Any alteration of: clause 2 (Objects); clause 13 (Voluntary winding up or dissolution); this clause; any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the Charity or persons connected with them requires the prior written consent of the Charity Commission. As does any amendment which would allow the spending of a permanent endowment.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011, or materially inconsistent with relevant sections the Constitution, Bye-laws and regulations of Mothers' Union (reg charity 240531) shall be valid.

(4) A copy of every resolution amending the constitution, together with a copy of the Charity's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution. The amendment does not take effect until it has been recorded in the Register of Charities.

13. Dissolution.

If the charity trustees decide after consultation with the Central trustees of Mothers' Union that it is necessary or advisable to dissolve the charity, they shall call a meeting of all members of the charity of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the charity trustees shall have power to realise any assets held by or on behalf of the charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to another charity within Mothers' Union affiliation, or if that is not possible to such other charitable institution or institutions having objects similar to the object of this charity as the members of the charity may determine, or, if that cannot be done, shall be applied for some other charitable purpose.

ADOPTED AT A MEETING HELD AT _____ ON _____

SIGNED

Name

Signature

[Name and signature of chairman of meeting]

WITNESSED

Name

Address

.....

Occupation

Signature

[Name, address, occupation and signature of witness]

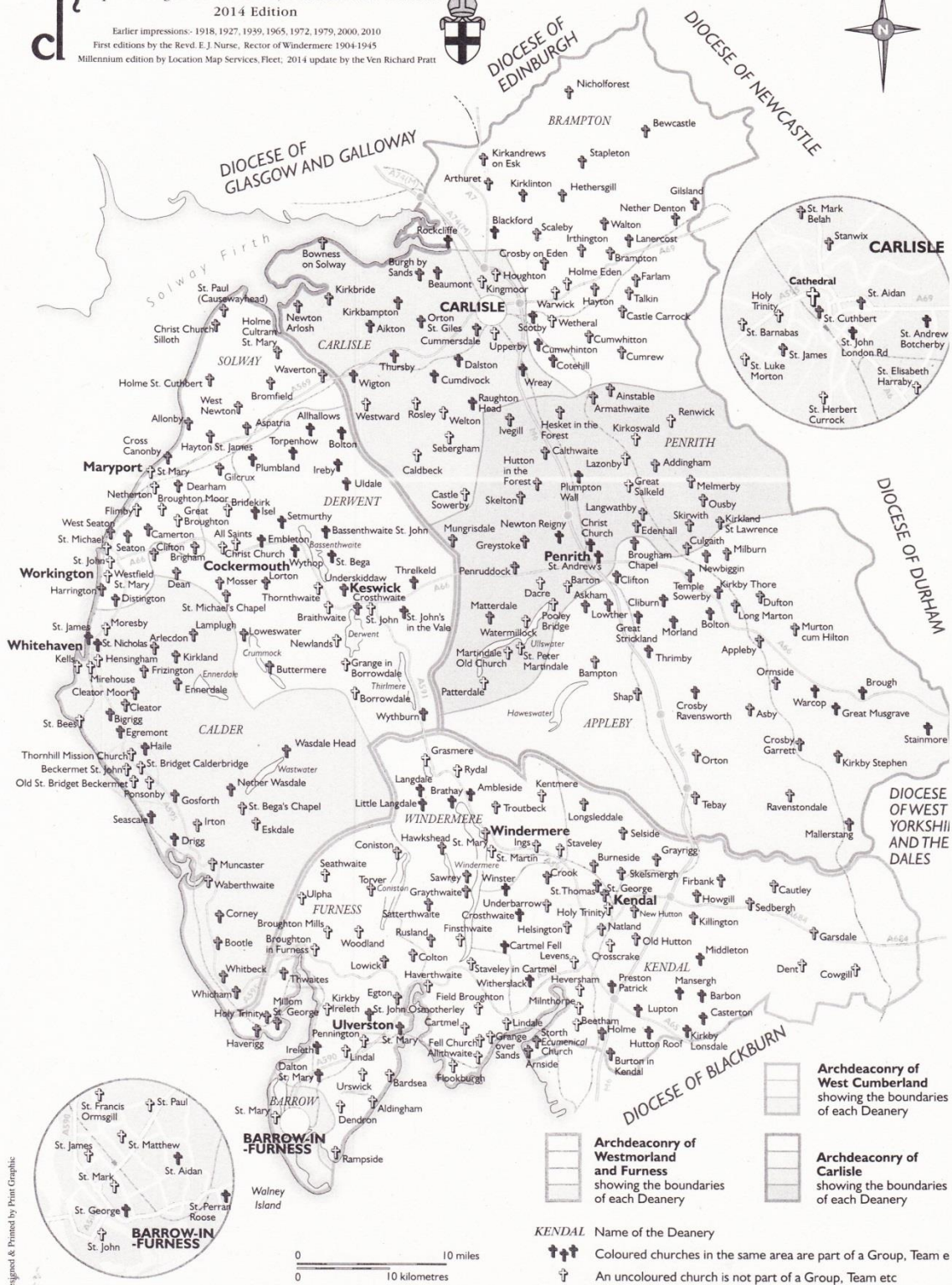
Charity Commission Approval Received on:

Attached: Map of Diocese of Carlisle.

THE DIOCESE OF CARLISLE

Map showing Archdeaconries, Deaneries and Churches
2014 Edition

Earlier impressions - 1918, 1927, 1939, 1965, 1972, 1979, 2000, 2010
First editions by the Revd. E.J. Nurse, Rector of Windermere 1904-1945
Millennium edition by Location Map Services, Fleet, 2014 update by the Ven Richard Pratt



Designed & Printed by Print Graphics

KENDAL Name of the Deanery

Coloured churches in the same area are part of a Group, Team etc

An uncoloured church is not part of a Group, Team etc

APPENDIX 1 – ELECTION OF COUNCIL

ELECTION OF COUNCIL

Elections for Council shall be held triennially and shall be carried out by nomination and voting papers.

1. **The President** shall serve three years, and may be re-elected for one further triennial period. Nominations for the office of President must be submitted to the Bishop and agreed by him/her.
2. **The Vice President/s** shall serve three years, and may be re-elected for one further triennial period.
3. All members of the Council, apart from appointees, shall retire triennially and shall be eligible for re-election. However, they shall be ineligible for re-election to the same office if they have already served two triennials. (Filling a casual vacancy for less than one year does not count, but for more than one year counts as a full triennial.) They must then retire. The President and Council shall fill all vacancies until the next election.

METHOD OF ELECTION

Nomination papers shall be sent to each member of Diocesan Council, who may nominate one person duly qualified for each of the offices of:

1. Diocesan President
2. Two Vice Presidents
3. A&O Coordinator

Nomination papers shall include the signature of a proposer and the consent of the nominee. Nomination papers shall be returned by the stipulated date to the Diocesan Secretary.

Voting papers giving the names of the persons nominated shall be sent to each member of the Diocesan Council. They shall be returned to the Diocesan Secretary not later than the date specified on the Voting Paper. An independent person will count all voting papers.

The Diocesan Secretary and Diocesan Treasurer shall be appointed to their posts by the Trustees, who have the power to receive the resignation of these officers or to terminate their engagement.

The Diocesan Secretary and Diocesan Treasurer may receive a fee. They can participate in meetings but are not entitled to vote.

APPENDIX 2 – DEANERY ORGANISATION

The Deanery Leader is the leader of Mothers' Union in a Deanery. Every Deanery Leader should be aware of her/his duties BEFORE being admitted to office. See the Guidelines for a role description.

Election of the Deanery Leader

1. Nominations shall be made by the Deanery Committee to the Diocesan President. Her/his appointment must be sanctioned by the President and the Rural Dean to whom all nominations must be submitted.
2. If more than one nomination is received, voting papers will be sent by the Diocesan Secretary to all Branch Leaders in the Deanery. These must be filled in and returned to the Diocesan Secretary by the date stated.

The Deanery Committee shall consist of:

1. The Deanery Leader
2. Secretary
3. Treasurer
4. All Branch Leaders
5. Deanery Representatives on Council
6. Representatives from each Branch

APPENDIX 3 – BRANCH ORGANISATION

A Parochial Branch may only be started with the consent of the Incumbent, and shall be run in agreement with her/him, and in accordance with the Diocesan Constitution.

The **Branch Leader** is appointed by the Vicar of the Parish or, alternatively, nominations may be submitted to the Vicar from the Branch (or to the Rural Dean in an interregnum). If more than one nomination is received, the Branch members shall vote. Ideally, a branch leader should serve a three-year term of office and may be elected for a further three years. In the absence of a suitable Branch Leader, a Branch may be run by a committee, with a named contact to receive information.

Every Branch Leader should be aware of her/his duties BEFORE being admitted to office. The Vicar, or her/his deputy, in the presence of the Deanery Leader at a service in Church, or at a Branch meeting, should admit her/him to her/his office even if he/she has been a Branch Leader before.

Election

The Committee should be elected triennially, two or three retiring in rotation.

Branch Closure

Should there be a question of the closure of a Branch, it is requested that this should take place only after consultation with the Parochial Church Council, the Deanery Leader and the Diocesan President, and that six months' notice of this intention be given to the Diocesan Secretary. Where possible, amalgamation with another local Branch should be considered. Failing this, members should be encouraged to become Deanery Members.

If, at the end of the six-month period, the Branch closes, the following steps should be taken:

1. The Branch Register and Minute Book must be sent for safe keeping to the Diocesan Secretary.
2. All bank accounts must be closed and the money transferred to the Diocesan/Deanery Account. All account records must be sent to the Diocesan Secretary for safe keeping.
3. If in due course, the branch reopens, all monies and records must be returned to the new Branch Leader.
4. Members may transfer to another Branch or the Branches may amalgamate. In such circumstances the Branch name could be changed to include all names. Should this take place then the minute book, accounts and account records would be transferred to the new Branch.
5. The Banners could be paraded together. The Branch Banners should continue, with the agreement of the Incumbent, to be on display in their own Church.
6. Should an amalgamated Branch decide at any time to revert to the two original Branches, all monies at that time will be divided and the original books retained/returned by/to both branches. The Branch in operation at that time would retain the current minute book and accounts records.
7. There is also the option of Deanery or Diocesan Membership.

APPENDIX 4 – FINANCE AND CHARITABLE APPEALS

1. The Trustees shall present **True Accounts** of Income and Expenditure of the Charity to the Diocesan Council at an Annual General Meeting held in October. Audited figures previous year to 31st Dec.
2. **Auditor:** The Trustees shall elect an Auditor annually.
3. **Diocesan Cheques** There should be three signatories on bank accounts and finance related documents, two of whom must be the President and Treasurer. The third can be any current Trustee. Any two of the three can sign relevant documents and cheques.
4. **Incoming Cheques** to be made out to:
CARLISLE DIOCESE MOTHERS' UNION, (CDMU)
5. **Subscription** An Annual Subscription is required from every member, (including Indoor Members).
6. The Diocesan President shall receive reimbursement of her official expenses.
7. The Diocesan Secretary and the Diocesan Treasurer shall each receive expenses of office, the amounts to be reviewed annually by the Trustees.
8. Expenses incurred by Deanery Officials must be met by the Deanery concerned. The Diocese must meet expenses incurred by Diocesan officials for legitimate Diocesan events.

Charitable Appeals

Subject to the Aim, Purpose and Objects of the Charity a Mothers' Union branch may support the needs of its own parish, but may not be used as a channel for charitable appeals on behalf of other Organisations, nor shall money be allocated to them from any Mothers' Union Branch, Deanery or Diocesan Funds, without the sanction of the Diocesan President who shall take advice from the chief executive on the legality of the proposed allocation. For the avoidance of doubt no part of the charitable funds of the Charity nor any Mothers' Union Branch, Deanery or Diocesan organisation shall be donated for a purpose that is not charitable in law.

If a branch wishes to support a project in its own parish it may do so if the project is deemed "Charitable" and also falls within the Aim, Purpose and Objects of Mothers' Union. For example, giving baptism gifts (charitable and 2nd Object) is allowed but buying paint (neither charitable nor Objects) is not allowed. If in doubt the Diocesan President should be consulted.

APPENDIX 5 – DIOCESAN ORGANISATION

DIOCESAN SERVICES

The Diocesan President, Diocesan Secretary and Diocesan Treasurer are responsible for Diocesan Services, which includes all aspects of finance and budgeting, matters of constitution, elections, diocesan meetings, secretarial services and membership services.

Diocesan Services also includes the Data Manager, Gift Aid Secretary, CDMU News Editor and Diocesan Training Officer.

VICE PRESIDENTS

VPs will assist the Diocesan President in organising Diocesan events such as Sharing Day and Conferences, as well as other duties as required by the President.

ACTION AND OUTREACH UNIT

The Action and Outreach Unit will consist of the the Co-ordinator, Overseas Link representatives, Liverpool Links representative, Diocesan Projects representatives and Away from It All (AFIA) representative as well as Deanery representatives. This unit should meet at the discretion of the A and O coordinator and give full reports at Council.

COMMUNITIES OF INTEREST (C of I)

There are 11 Communities of Interest designated by Mary Sumner House:

Finance; Governance; Member Directory and Website; Policy; Faith; Fundraising ; Communications; Development (includes A and O); Membership Support; Member Development; MUE.

The diocese will endeavour to provide a link person for each C of I as a contact with MSH and to distribute relevant information to members. This may include forming groups for discussion or related project work. Any member may sign up to be included in any group according to individual interests.

APPENDIX 6 – JOB DESCRIPTIONS

Duties of a Deanery Leader

1. To act as Chair of the Deanery Committee.
2. To arrange a meeting of the Deanery Committee within a month following each Diocesan Council, in order to receive Council's recommendations and to discuss details of Deanery and Branch work.
3. To attend meetings of Mothers' Union Council and Trustees, of which she/he is a member, or, if unavoidably prevented, to send a member of the Deanery Committee as her/his representative.
4. To inform the clergy in the Deanery of the work of Mothers' Union and, when appropriate, to endeavour to open a branch in each parish and to consider other opportunities.
5. To ensure that all new, or revived, branches shall receive preparation by the Diocesan President, or deputy special appointed by her/him, and that the Diocesan President and /or Diocesan Vice President/s should attend the Inauguration Service.
6. To ensure that all the Branch Leaders are aware of all their duties.
7. To arrange Deanery Services as appropriate.
8. The Deanery Leader is asked to visit each branch at least once a year, and to encourage the Branch Leaders to have Branch meetings at least once a month, and to observe Lady Day, (25th March) and Mary Sumner Day (9th August).
9. To keep contact with Deanery Members within their Deanery, providing them with Branch programmes and invitations to Deanery events, as appropriate.
10. To establish a Deanery Fund for expenses of Deanery organisation.
11. To be prompt in passing on to Branch Leaders any communications sent to her/him for distribution.
12. To receive the Annual Report Form from the Branch Leaders in each Branch and to forward these Reports to the Diocesan Secretary once a year, by the date agreed upon, accompanied by a Branch Programme for the current year. Subscriptions and any other monies due go to the Diocesan Treasurer by the required date.
13. To fill in the Deanery Report Form which she/he will receive annually, and to **return it promptly** and, in accordance with the instructions thereon, to the Diocesan Secretary.
14. To ensure the keeping of the Deanery Register, Minute Book and Account Book. In the event of her/his resignation, these books must be sent to the Diocesan Secretary until a successor is appointed.
15. To inform the Diocesan Secretary, in writing, as soon as possible of all changes to Office Holders within the Deanery, giving names, telephone numbers and email addresses.

Duties of a Branch Leader

1. To form a Branch Committee which shall assist her/him in organising the work of the Branch.
2. To ensure the keeping of the Official Register of all members; the collection of Annual Subscriptions and to have the Branch Funds duly audited and presented to the Branch AGM early in the New Year.
3. To give instructions on the Objects of the Mothers' Union to those awaiting admission.
4. To arrange with the Incumbent of the parish for:
 - The admission, in Church or at a Branch meeting, of new members
 - additional services as required at a time suitable for members.
5. To arrange, in connection with the Branch Committee, for a programme of meetings and services during the year, including arrangements for observance of the Wave of Prayer.
6. To promote Mothers' Union Publications, such as Families First and Families Worldwide.
7. To commend any members leaving the Branch to the Branch Leader of the Parish to which they are moving. If moving to another Diocese, information should be channeled through the Carlisle Diocesan President.
8. To fill in the Branch Report Form which she/he will receive annually and **return it promptly** in accordance with the instructions thereon, to her/his Deanery Leader.
9. To notify her/his Deanery Leader and the Diocesan Secretary at once if she/he should resign her/his post.
10. To inform the Database recorder of all changes to members' details, for example, name, address, leaving or moving within the diocese, deceased. All new members need to fill in a new database form.

Expenses incurred by Branch officials must be met by the Branch concerned.

The **Branch Committee** shall consist of:

1. Branch Leader
2. Member representation.
3. Secretary (to be appointed or elected from the Committee Members).
4. Treasurer (to be appointed or elected from the Committee Members).

The Committee should undertake the following work:

1. To keep members informed of all aspects of the Charity, both Worldwide and at home.
2. To arrange Branch Programmes to further the Aim, Purpose and Objects of Mothers' Union as well as the annual theme, including service to the community, while maintaining the spirituality of the Charity.
3. All meetings of the Charity shall include a time of prayer.
4. To maintain contact with their informal links.
5. To visit all sick members.

Notice that, where a Branch is being run by committee, the roles of Branch Leader may be shared among the committee.

Indoor Members In general Indoor Members are expected to pay an annual subscription. In some cases, where the member is not able to deal with money, she/he may be listed on the report form as still associated with the Branch but not paying a membership subscription.

SUNDRY INFORMATION

1. **Long Service Cards** (for 25 years and over, at the discretion of the President).
Officer Name Badges can be obtained from the Diocesan Secretary.
Membership Cards can be purchased via MUE.
2. **Commendation** It is of utmost importance that members should be commended promptly. The Branch Leader should endeavour to obtain the new address of the member leaving BEFORE she /he goes to her/his new address, so that she/he may find a welcome awaiting her/him in her/his new home.
3. **Diaries and Calendars** should be ordered through the Branch or from MUE.
4. **BANNERS**
Existing Banners DO NOT belong to the Church which houses them, **NOR** to the Church Wardens or the PCC except where the branch has closed and the banner is kept in Church with the vicar's permission. Should a Branch eventually re-open, responsibility for the banner reverts to that branch.
New Banners The design needs to be agreed with the Diocesan Secretary.
5. **Families First** is published four times a year, and those who subscribe will receive it through the post. **Families Worldwide** is published twice a year, and is free to all members. **These publications come via MSH and arrangements are subject to change.** All members receive the **MU News** three times a year.
6. **Diocesan and Deanery Office Holders and Branch Leaders** are to be commissioned at a service in Church.