

STANDING ORDERS **GOVERNING LINKS FIRST AID COMMITTEE**

DEFINITION

The Links First Aid Committee is a standing committee as defined by SO 8008 and will be subject to these regulations unless otherwise stated in S) 5004. The Welfare Zone shall be responsible for the management and co-ordination of the activities of the LINKS Committee, to ensure that it provides a cost-effective, efficient and responsive service in accordance with the aims and objectives of Union, and that duties are performed in accordance with the law, and the rules and regulations of St John Ambulance. In the event of a clash between HUU Standing Orders and St John Ambulance regulations on a duty or training matter, St John Ambulance regulations will take precedence over the HUU Standing Orders.

AIMS

1. LINKS First Aid Committee is responsible for providing:-
 1. First Aid at HUU functions and other places all at the discretion of the Vice Chair (Duties).
 2. training opportunities to all members of the committee. HUU will ensure space will be provided for this training
 3. Social functions

MEMBERSHIP

2. Membership is open to all full HUU members (subject to an appropriate CRB authorisation - in line with HUU policy on CRB disclosures).

LINKS LIFE MEMBERS ASSOCIATION

3. Membership of this group is decided by the Committee, and can be granted to any individual from time to time. This is in recognition of dedicated service to LINKS, and does not entitle the member to membership of HUU. This must be applied for separately, according to the relevant procedure.

EXECUTIVE COMMITTEE

4. LINKS First Aid Sub-Committee is to elect an Executive Committee to carry out the day-to-day administration and organisational tasks of the sector. The membership of the Executive Committee is:

- (a) Chairperson, LINKS First Aid
- (b) Vice-Chair Duties
- (c) Secretary
- (d) Equipment Co-ordinator
- (e) Treasurer

- (f) Training Co-ordinator
- (g) PR and Social Secretary
- (h) Member Support and Development

and up to 2 other Executive positions as deemed necessary by a General Meeting of LINKS First Aid Committee.

ELECTIONS

5. The Chairperson and members of the Executive Committee are to be elected at the Annual General Meeting in accordance with SO 8008. Subject to the following provisions:

- (a) Only full members of the LINKS Committee present at the meeting may vote;
- (b) Postal votes from full members will be accepted providing they are given to the Chair before the start of the meeting
- (c) a member cannot hold more than 1 position on the Executive.

any position that becomes vacant between elections may be filled either:

- (a) by co-option of a member of LINKS on to the executive committee providing a 2/3 majority of the executive committee are in agreement. The quorum for the meeting at which such a decision is taken must be 100% of the remaining Executive Committee members. The co-option must then be ratified at the next General Meeting of the LINKS Sub-Committee;
- (b) by having an interim election at a LINKS Committee General Meeting provided that 5 clear days notice is given and the election is on the Agenda..

The choice is at the Executive Committee's discretion subject to the majority of its members agreeing to the decision at a quorate meeting.

Resignation of an Executive Committee member must be made in writing to the Vice-President Welfare and the LINKS Secretary. During the period of vacancy, the remaining Executive Committee will be collectively responsible for those members' duties.

INDIVIDUAL RESPONSIBILITIES

6. (a) Chair The Chairperson is to:
- (1) chair both the Executive Committee and general committee meetings;
 - (2) be a member of the Welfare Zone;
 - (3) ensure that liaison occurs between the Vice Chair Duties and the Entertainments Manager;
 - (4) represent the views of LINKS First Aid at the Welfare Zone;
 - (5) be responsible for ensuring fortnightly committee meetings occur and for calling extra committee meetings at the request of 2 other committee members;

- (6) hold only a casting vote;
- (7) may take decisions on behalf of the committee only when it has been impossible to contact other committee members to obtain their views. In this situation, the committee must be informed as soon as possible;
- (8) ensure that all relevant St John Ambulance meetings are attended by at least one Executive Committee member.
- (9) be aware of the requirements of all relevant HUU and St. John Ambulance policies and regulations.

(b) Vice Chair Duties The Vice-Chair Duties is to:

- (1) deputise for the Chair in all of his/her responsibilities;
- (2) ensure members provide adequate cover of all duties;
- (3) ensure all duty documentation is maintained and updated regularly.
- (4) liaise with St John Ambulance regarding operational issues;
- (5) liaise with the Equipment Co-ordinator to ensure that items of equipment, as well as the first aid post, are ready for use when required;
- (6) be the point of contact for members wishing to cover a duty;
- (7) be the point of contact for organisations wishing to hire LINKS for a duty;
- (8) appoint a Duty Officer for each duty and an Incident Officer where necessary;
- (9) be responsible for maintaining emergency contact duty lists;
- (10) undertake to understand and keep regularly updated relevant St John Ambulance Regulations, especially the On Duty Manual and to ensure that they are adhered to on duties, enhancing LINKS professional conduct and appearance on duties;
- (11) be responsible for the completion of Hull University Accident Report Forms and forward to HUU General Manager where duties involve the HUU.
- (12) be responsible for the organisation of First Aid provision at the End of Year Event, in conjunction with the outgoing Vice-Chair Duties.

(c) Secretary The Secretary is to:

- (1) be responsible for maintaining the membership database, especially member's phone and email contact details;
- (2) be responsible for maintaining the St. John Ambulance membership file;
- (3) be responsible for the completion of all necessary HUU paperwork;
- (4) be responsible for the completion of the St. John Ambulance End of Year Returns;
- (5) compile a register of attendance to LINKS meetings and training nights;
- (6) be responsible for taking minutes at all Executive Committee meetings, distributing them for ratification at the next committee meeting and providing a copy to the LINKS member's email list and H.U.U;
- (7) inform members of any AGMs, GMs, or other necessary events, such as committee meetings;

- (8) maintaining the LINKS member's email list;
 - (9) be responsible for arranging the agenda for committee meetings;
 - (10) be responsible for booking rooms for the purposes of committee meetings and such like;
 - (11) maintaining and updating the duty hours database.
- (d) Equipment Co-ordinator The Equipment Co-ordinator is to:
- (1) liaise with the LINKS Treasurer regarding the purchase of equipment and first aid supplies;
 - (2) be responsible for the maintenance of adequate stock levels in the first aid post and the re-stocking of all kits;
 - (3) maintain an adequate supply of replacement stock in the storage cupboards, carrying out regular stock checks where necessary;
 - (4) be responsible for the maintenance of all first aid and training equipment recording this, where necessary, in the maintenance log book;
 - (5) liaise with the LINKS Training Co-ordinator to ensure that equipment is available when required for training courses;
 - (6) co-ordinate the borrowing of any equipment ensuring that when returned items are in a satisfactory condition.
 - (7) maintaining an adequate clinical environment for the treatment of casualties on duty.
- (e) Treasurer The Treasurer is to:
- (1) maintain all LINKS HUU accounts and the St. John Ambulance account;
 - (2) be responsible for finances as according to the S O 9001 governing financial procedures;
 - (3) provide accurate records for annual audit for HUU and St John Ambulance financial End of Year Returns;
 - (4) produce grant/finance applications;
 - (5) liaise with the Equipment Co-ordinator regarding the purchase of all equipment and first aid supplies.
- (f) Training Co-ordinator The Training Co-ordinator is to:
- (1) be responsible for all LINKS training needs (St. John Ambulance Courses and weekly training nights);
 - (2) liaise with St John Ambulance regarding training issues;
 - (3) be a point of contact for members requiring/wanting a course or requalification;
 - (4) be a point of contact for any organisation wishing to hire LINKS to provide training;
 - (5) be responsible for casualty simulation exercises;
 - (6) be responsible for booking rooms for training courses and weekly training nights;
 - (7) liaise with the LINKS Equipment Co-ordinator to ensure that equipment is available when required for training courses.
- (g) PR and Social Secretary The PR and Social Secretary is to:

- (1) be responsible for all PR and active promotion within HUU and St John Ambulance;
- (2) be responsible for the organisation of recruitment campaigns especially during welcome week;
- (3) be responsible for all press/media issues;
- (4) be responsible for organising social events on a regular basis;
- (5) be responsible for organising fund raising events when needed.
- (6) be responsible for ensuring that the website is updated on a regular basis.

(h) Member Support and Development Co-ordinator The member support and co-ordinator is to:

- (1) Provide confidential support for members in line with relevant St John Ambulance policy but limited to individual professional competence. If a cause for concern arises the Member Support and Development Co-ordinator should be responsible for referring members to relevant support systems;
- (2) Be a point of contact for all members wishing to discuss welfare concerns
- (3) Be responsible for directing members to relevant St John Ambulance County Staff Officers and/or LINKS Executive Committee Members regarding specific matters;
- (4) Encourage the personal development of members by widening participation within St John Ambulance and other voluntary organisations;
- (5) Encourage the documentation of members' voluntary activities;
- (6) Liase with the PR and Social Secretary to ensure all members and potential members are aware of opportunities within the wider organisation

i) All Positions All Executive Committee positions are to:

- (1) ensure that all correspondence is dealt with by the relevant committee member upon receipt from the post tray at reception;
- (2) keep the Chair aware of all relevant issues being dealt with;
- (3) ensure that an adequate handover takes place when relinquishing their roles on the executive committee.

7. Resignation or Dismissal An Executive Committee member:

- (a) who misses 2 consecutive Executive Committee meetings without submitting an apology to the Chair, (or in his or her absence the Vice Chair) is deemed to have resigned;
- (b) can be dismissed by a simple majority of voting members as follows:
 - (1) Chairperson, by Welfare & Equality Committee;
 - (2) any Executive Committee member by a General Meeting of the LINKS First Aid Sub-Committee.

MEETINGS

8. Training Meetings shall normally be held weekly during each semester. A General Meeting can be called by the Chair, a majority of the Executive Committee, or at the written request of 10% of the voting membership. An Annual General Meeting requires 7 clear days notice¹ a General Meeting requires 3 clear days notice. This notice will be sent in writing and e-mail to all voting members by the LINKS Secretary. General Meetings or Annual General Meetings require 20% of the voting membership to be quorate.

9. Executive Committee meetings should be held at least fortnightly on a day chosen by the current committee. Any full member of HUU who is also a member of LINKS may attend a committee meeting apart from when part of a meeting is closed (moving into committee).

10. Moving into committee during a meeting may only take place if:
- (a) The subject under discussion concerns a member of LINKS which is likely to lead to disciplinary action.
 - (b) A simple majority of the Executive Committee present and eligible to vote must be in favour of moving into committee. The Chair shall have a casting vote only in the event of a tied vote.
 - (c) As soon as the business in hand is completed, then the committee shall move out of committee

When in committee:-

- (a) Only members of the Executive may be present with the exception of a member of St John Humberside County staff and/or VP(Welfare) who may be invited to join the committee by the Chair to give advice.
- (b) No notes/minutes shall be taken other than a record of the decision.
- (c) Any decision must be agreed by a simple majority of those present and eligible to vote.

NOTE: Quoracy of the executive committee is 50%.

SUSPENSIONS

11. St John Ambulance have the power to suspend any of their members, at which point all St John Ambulance and LINKS related Union responsibilities are suspended until a full investigation has been carried out. Only if a member is suspended by St John Ambulance, will the LINKS membership review procedure come in to effect. See Annex A for details on LINKS membership review procedures.

PT/JH
March 2010

Annex A:

¹ Clear days shall not include Saturdays Sundays, Public Holidays or University Vacations.

LINKS First Aid Sub-Committee Membership Review Procedure

Passed at UEC: 14th June 2010

Passed at Union Council Meeting: 18th October 2010

LINKS FIRST AID COMMITTEE MEMBERSHIP REVIEW PROCEDURE

1. Remit In the event of a volunteer not undertaking his or her duties in accordance with these standing orders, or agreed St. John Ambulance procedures as published from time to time, the Executive Committee can refer the matter to the Membership Review Panel for consideration. The volunteer will be suspended without prejudice until the matter is resolved.

2. Membership Membership of the Review Panel is:

- a. Vice-President (Welfare & Equality) - Chairperson
- b. Chairperson LINKS First Aid
- c. LINKS Vice-Chair Duties
- d. LINKS Secretary
- e. The County LINKS Advisor, or an appointed St John Ambulance Officer, who shall be an ex-officio member of the Review Panel.

In the event that the matter referred to the Committee relates to any member of the panel, the rest of the panel shall elect a temporary member from the Executive Committee.

3. Attendance The Review Panel is to hear the case in the presence of the volunteer, who may be accompanied by a friend. Any witnesses called will only be present when giving evidence. The Panel is to meet in private to consider its verdict.

4. Procedure The volunteer should be given 14 days prior written notice of a hearing. This notice should include a copy of this procedure and full details of the reasons for the Review Panel. Any relevant evidence should be made available to the volunteer and they should be given the opportunity to submit their own evidence and call their own witnesses. They can attend with a friend but that person may be asked to leave the room during discussions of a confidential nature relating to LINKS. The volunteer and witnesses where called will each make a statement and answer questions from the Panel. After the evidence has been presented, the volunteer is to be invited to make a closing statement. The Panel, having considered the evidence and reached a verdict in private session, is to recall the volunteer when the Chairperson will announce the verdict; the verdict is to be confirmed in writing within two clear days.

5. Appeal If the volunteer is dissatisfied with the decision of the Panel, he or she may request that the issue is referred to the Union in accordance with the Code of Practice. Such a request is to be made in writing to the Union Secretary & Treasurer, not later than 7 clear days of the date of the hearing.