

Guernsey Bereavement Service

Constitution 2016.

1 Aim

The aim of the service is to provide a free confidential counselling service to all bereaved persons regardless of age, sex, religion, ethnic background, sexual persuasion or cause of death.

2 Counsellors

All Counsellors will have completed at least a basic level Certificate in Counselling, which includes a total of 125 notional hours (90 class hours). They will donate their time and skills to the service. All agree to abide by the British Association of Counselling Code of Conduct; an ethical code of practice which emphasises the importance of confidentiality. All volunteers will agree to have regular supervision.

3 Board of Directors and Officers

All Officers, who may or may not be Counsellors, donate their time and energies, being elected and appointed at the Annual General Meeting. Board membership shall include:

A Chairman - who shall not be a Counsellor or Coordinator
A Service Coordinator - who shall act as the Executive Officer for the Board
An Honorary Secretary
An Honorary Treasurer
Fundraising Coordinator
Up to 5 ordinary members who can assist with fundraising and general support

The Board will meet as often as deemed appropriate. The quorum for a Board meeting shall be five, including at least two Officers.

4 ROLE of BOARD and OFFICERS

To liaise with other support organisations locally and in the UK.
To foster a spirit of friendship and goodwill amongst the volunteers and committee.
To establish and maintain good relationships with other organisations and bodies.
To ensure activities and events meet legal and safety standards.
To oversee and co-ordinate fundraising events
To ensure sufficient funds are raised each year for:
The running of the service including the procurement and maintenance of suitable premises,

Computing, fax and telephone services, stationery, heating and lighting
The training and the ongoing development of the volunteer counsellors
The cost of maintaining and running the dedicated Bereavement Telephone line
The necessary indemnity insurance
The insurance of property and equipment, etc.
Training and development of supervisors when necessary
The provision of remuneration for the post of Service Coordinator.

5 Meetings

The Annual General Meeting will be convened each a year at which minutes will be taken and retained.

The quorum for the AGM shall consist of two Officers (excluding the Service Coordinator), three Board members and five volunteer counsellors. Such arrangements shall also apply to any Extraordinary General Meetings.

The Officers and Board will meet as often as is necessary to plan and run the various events and deal with any matters related to supporting the service. Notes will be made of such meetings.

6 Finance

A record of expenses and revenue will be kept. Annual accounts will be prepared and presented for scrutiny before the AGM. An Auditor to scrutinise accounts will be appointed at the AGM. There will be two signatories on all cheques. An appropriately remunerated Service Coordinator will be appointed to oversee the running of the service.

Where possible, clients will be charged at £10 per session. However, no-one will be refused support if they feel they cannot pay.

7 Amendments to Constitution

Any proposed changes to this Constitution should be submitted to the Board for consideration first before finally being approved by a majority of the AGM or an Extraordinary General Meeting convened by the Board for that purpose.