

Heads2gether Constitution

Name The name of the Group is **heads2gether**

- Objectives**
- 1.** The overall primary objective of **heads2gether** is to offer support to current and new patients of Head and Neck Cancer treatment whilst also networking with fellow post-treatment patients.
 - 2.** **heads2gether** works with local NHS personnel, Macmillan Cancer Support and other appropriate bodies. It welcomes assistance from them and supports their roles in the process of treating patients.
 - 3.** A **member** is a patient of, or person closely affected by, head and neck cancer treatment who has been referred to **heads2gether** by the NHS head & neck clinics, or Macmillan Cancer Support, and accepted by **heads2gether**.
 - 4.** Within the peer group, all members have the opportunity to share their experiences, be friendly and to listen and learn. Understanding, empathy and sensitivity will be key and it is hoped that this environment of friendship and trust will enhance the treatment and/or healing experience.
 - 5.** We all work hard to get to know each other socially.

- Ethics**
- 1.** Members should not freely publish their personal telephone numbers or addresses or e-mail addresses, except with permission to the committee.
 - 2.** Members should not unwittingly or maliciously compare surgical and treatment experiences.
 - 3.** Members shall not degrade or criticise the work, or any individual, of our associated professional bodies.
 - 4.** Conversations of any matters of confidentiality **MUST** only be shared with NHS or Macmillan nursing staff.
 - 5.** Should any member suffer from unsatisfactory behaviour of other members, the issue should be referred to a Committee member for recommended

action.

Membership

- The membership is open to past, current and new head and neck patients, and people closely affected.
- The Group will welcome and support participating NHS, Macmillan Cancer Support and other relevant voluntary personnel.
- The membership numbers and geography shall be reviewed from time to time to ensure maximum effectiveness.
- New Members will be invited to join us once diagnosed by Head & neck Clinics or by their healthcare teams.

Management

- A Management Committee will be formed to run **heads2gether**.
- The Management of **heads2gether** shall be in accordance with the rules contained within this Constitution.
- The rules contained within this Constitution shall not be changed unless the majority of the meeting have indicated by ballot that they wish for change. Proposed changes to the Constitution must be ratified at a regular Group meeting.
- The Management of the day-to-day activities shall be controlled by the Management Committee which can co-opt other members and/or set up sub-committees as required for special projects or occasions.
- The Management Committee shall consist of up to 6 members and may include representatives of NHS Head & Neck teams and Macmillan Cancer Support as appropriate for the effective running of the group, The number of Committee members can vary minimally to reflect any changing needs of the Group.
- Election of committee members will normally take place at the AGM. All Group Members can nominate candidates for committee, with a seconder If there are in excess of 6 nominees, a vote will be taken at the AGM. The elected committee members will decide their respective roles amongst themselves, within a week of the AGM. Committee roles will be included in the AGM minutes.
- The Management Committee will be re-elected annually at the Annual Meeting. Additional

Committee members can be elected during the year as necessary at a Group meeting. New committee members can be elected to replace resigning members, at a Group meeting.

- The roles of the Committee shall, as far as possible, be suited to the members' skills and wishes.
- No Member shall serve as Chairman for more than three years in succession.
- The Management Committee shall meet at least six times a year to review performance, plan programmes and deal with any other Group business. Sub-committees may meet as often as is necessary.

Finance

- **heads2gether** is a non-profit making organisation. Monies will be obtained through grants, sponsorship and fund-raising events. Monies raised shall only be used for the benefit of members.
- The Group shall have no paid servants or employees.
- The Group's financial (or operating) year shall run from 1st April to 31st March.
- The Treasurer shall maintain a bank account in the Group's name and shall keep proper records of all financial transactions. The treasurer will prepare a balance sheet and an income and expenditure statement for each financial year and make a report based on these accounts to the Members at regular meetings. Accounts will be published at the Annual General Meeting. These accounts will be audited by a suitably qualified person.
- Members of the Committee and other Members of the Group, approved by the Committee, shall be entitled to claim re-imbursment from the treasurer of any expenses incurred on the Group's business. Major items of expenditure must be approved by the Management Committee before such expenditure is undertaken.

General Meetings

- The Annual General Meeting shall take place during May each year, or as practically close to May as possible, and the agenda agreed by the Management Committee, shall be distributed to all Members no less than 14 days previously.
- Regular Group meetings can also be held to discuss membership events and support activities