



# SO 2010

## STANDING ORDER GOVERNING LINKS FIRST AID COMMITTEE

### 1. Definition

LINKS First Aid Committee is a standing committee as defined in SO 8008 and will be subject to these regulations unless otherwise stated in SO 2010. The Activities Zone shall be responsible for the management and co-ordination of the activities of the LINKS Standing Committee. The Executive Committee will facilitate communication between HUU and St. John Ambulance to ensure that policy and regulations of both organisations are complied with.

### 2. Aims

The aims of the LINKS First Aid Standing Committee are:

- Provide volunteering opportunities with St. John Ambulance (SJA) for members of HUU
- Facilitate first aid event cover to HUU and the University of Hull through St. John Ambulance.
- Promoting First Aid to students on campus

### 3. Membership

Union Members are individuals who have paid membership to Hull LINKS but are not members of St. John Ambulance.

SJA members are individuals who hold membership to Hull LINKS and are also a member St. John Ambulance. These individuals are entitled to the benefits of this organisation but must also comply with its policies in addition to those of HUU.

They are both entitled to attend training, social, and fundraising/PR events run by Hull LINKS. They are considered voting members and can cast a vote and run for Executive Committee positions in The Annual General Meeting (AGM) and Emergency General Meetings (EGM).

### 4. LINKS Life Members

LINKS Life Membership is awarded to members of the Hull LINKS First Aid Standing Committee who are to graduate. Membership can be applied for by submitting The LINKS Life Member Application before the Annual General Meeting. Each applicant will be invited to speak at the AGM. Then Voting Members of Hull LINKS will then vote for the acceptance of an individual's application. Successful application for LINKS Life Membership does not entitle the individual to membership of HUU or to vote in The AGM or EGM, however they are welcome to return for training or other activities of Hull LINKS.



## 5. Positions on the Executive Committee

The Executive committee will be elected at the Annual General Meeting or EGM if there are any vacant positions in accordance with SO 8008.

The Executive Committee Positions are as follows:

- a. LINKS Chair/ Unit Manager
- b. Event Services Lead/ Vice LINKS Chair
- c. Logistics & Facilities Lead
- d. Human Resources Lead
- e. Training Lead
- f. Activities Lead

A member of LINKS can only hold one position on the executive committee at any one time.

## Meetings

### 6. Annual General Meetings (AGM)

A notice must be given to all LINKS members of 2 weeks of the AGM occurring. In order for the AGM to go ahead, 20% of the LINKS membership must be present. Each candidate for an executive committee position will have 3 minutes to speak and 3 questions will be asked to each candidate. The 3 questions will be decided for that set position. There are no personal questions for each candidate, but questions can differ from role to role. When the other candidates for that role are speaking and the questions are being decided, they must leave the room. The vote is taken with secret ballot papers.

### 7. Emergency General Meeting (EGM)

An Emergency General Meeting can be called by the Executive Committee. This can be done through a simple majority vote. If this is to occur, then it must adhere to the same standards as an AGM

### 8. Executive Committee Meetings

Executive Committee Meetings should be held at least fortnightly during term time. However, this is at the discretion of the Executive Committee. For an Executive Committee Meeting to take place the majority of the Executive Committee must be present. Any person can attend the committee meeting at the discretion of the Chair.

### 9. Moving into committee

Any member of committee can ask to move into committee where only the executive committee members are present. However, the executive committee can ask the members of SJA or HUU staff to stay if they so wish. When in committee the discussions shall not be minuted. What will be recorded is the time of going into committee, the subject and the outcome.

## 10. Responsibilities of the LINKS Executive Committee

All Executive Committee positions are to:

- a. Ensure that all correspondence is dealt with by the relevant committee member upon receipt from the post tray, Hull LINKS email and Social media.
- b. Keep the Chair aware of all issues being dealt with and activities in the LINKS Standing Committee;
- c. Ensure that all members are happy and comfortable in LINKS.
- d. Facilitate Fundraising and ensure correct SJA and HUU procedures are followed.
- e. Ensure that an adequate handover takes place when relinquishing their roles to the incoming the executive committee.
- f. Ensure that any member of Hull LINKS reporting a complaint or concern is aware of all options available to them.

### 10.1. Chair

The Chairperson is to:

- a. Fulfil the SJA role description of Unit Manager (appendix A)
- b. Ensure fortnightly Executive Committee Meetings occur and call extra Executive committee meetings as necessary.
- c. Chair both the Executive Committee and general committee meeting.
- d. Attend Societies Council & Union Council or send a delegate.
- e. Ensure that Staff Members of HUU know who the Members of the LINKS Executive committee are and their roles.
- f. Hold only a casting vote in General Meetings.
- g. Maintain and manage the HUU LINKS Accounts with the assistance of two other executive committee members who are to be made signatories of the accounts.
- h. Signpost and assist members as necessary and report welfare concerns to the relevant university serveries if required.
- i. Oversee all the activities of The Hull LINKS Standing Committee.

### 10.2. Event Services Lead (Vice-Chair)

The Events Services Lead (Vice-Chair) is to:

- a. Fulfil the SJA role description of Event Services Lead (Appendix B)
- b. Deputise for the LINKS Chair/Unit manager

### 10.3. Logistics & Facilities Lead

The Logistics & Facilities Lead is to:

- a. Fulfil the SJA role description of Logistics Lead (Appendix C).
- b. Liaise with the Union Facilities Team and SJA Members to ensure the care and maintenance of HUU facilities used by LINKS.
- c. Be responsible for the completing of a deep clean of all clinical areas every 3 months and completing monthly safety checks.



#### 10.4. Human Resources Lead

The Human Resources Lead is to:

- a. Fulfil the SJA role description of HR lead (Appendix D)
- b. Keep a register of attendance at LINKS meetings and training nights;
- c. Be responsible for booking rooms for the purposes of committee meetings and related purposes.
- d. Record and publish the minutes of all Executive Committee Meetings and General Meetings within 5 working days.
- e. Inform members of all General meetings or Executive Committee Meetings or other necessary events.
- f. Be responsible for maintaining a membership database of training attended and Union Event Hours completed.
- g. Contact members of LINKS who have been absent from 2 consecutive training nights with no reason for absence for the purposes of welfare.

#### 10.5. Training Lead

The Training Lead is to:

- a. Be a point of contact for any organisation/ society wanting to use LINKS for first aid awareness sessions (This is not for first aid training or qualification).
- b. Be responsible for Organising casualty simulation exercises at the end of each semester.
- c. Be responsible for booking rooms for training purposes such as weekly training nights.
- d. Complete all necessary external speaker forms or any other documentation in line with HUU policy.

#### 10.6. Activities Lead

The Activities Lead is to:

- a. Be responsible for ensuring that social media presence (Twitter, Facebook etc.) is updated on a regular basis in coordination with other members of the Executive committee.
- b. Be responsible for organisation of LINKS activities such as Social and PR/Fundraising.
- c. Be responsible for leading the organisation of recruitment at the Welcome Fest Societies fair and other appropriate times.
- d. Be responsible for organising and publishing a social events calendar.



## 10. Resignation or Dismissal of an executive committee member

An executive committee member can be dismissed from their role:

- a. If they miss 2 consecutive Executive Committee meetings without submitting an apology to The Executive Committee. The Chair will contact them to warn them that if they miss the next Executive Committee meeting without submitting an apology this will be taken as resignation from role.
- b. By following the relevant HUU procedures. In the event of this the remaining LINKS Executive Committee will ensure that appropriate SJA procedures are also followed for the dismissal of that member.
- c. Dismissal through appropriate SJA procedure. In the event of this the remaining LINKS Executive Committee will ensure that appropriate HUU procedures are also followed for the dismissal of that member.

### Review of Standing Orders

These standing orders are to be reviewed every 2 years.

Passed at UC 4 March 2019.

#### Annexes

- A St John's Ambulance Unit Manager Role Description
- B St John's Ambulance Event Services Lead Role Description
- C St John's Ambulance Logistics Lead Role Description
- D St John's Ambulance Human Resources Lead Role Description
- E St John's Ambulance Training Lead Role Description

*If you have any questions about the recruitment process for this role you should contact the person above. General enquiries about volunteering can be made by calling 08700 10 49 50*

### **General information for all St John Ambulance volunteers**

Full information on St John Ambulance volunteering is available on both our public website at [www.sja.org.uk](http://www.sja.org.uk) or on the 'People' pages on SJACnect (internal site). If you have any specific questions talk to the line manager highlighted above.

#### **Please note the following about volunteering with St John Ambulance:**

- You will need to fill in an application form and a health declaration, returning to the recruiter
- We screen all volunteers which as a minimum means taking up two references from people you have known for at least two years and who are not related. For appropriate roles we will also apply for a Disclosure and Baring Service check; process a health assessment and check eligibility to volunteer in the United Kingdom
- All volunteer roles are subject to a trial or probation period of six months (12 months for work with young people). This is so that both you and the organisation are comfortable with your involvement in the charitable work of St John Ambulance
- All information concerning volunteers, employees and patients shall be treated as strictly confidential at all times
- You will receive appropriate training and ongoing support for any role
- It is the aim of St John Ambulance to ensure that no one receives less favourable treatment on any grounds and is not placed at a disadvantage by conditions of volunteering
- We will therefore make you aware of your responsibilities under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees or service users
- If you have contact with data systems you are required to obtain, process and/or use the information in a fair and lawful way; to hold data only for the specific registered purpose; and not to use or disclose it in any way incompatible with such purpose
- St John Ambulance will cover all legitimate out of pocket expenses incurred during your volunteering with us
- St John Ambulance aims to recognising all volunteers' contributions to our charitable work.

This role description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of St John Ambulance. It is expected that the volunteer will be as positive and flexible as possible using this document as a framework.

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#### **Internal use only**

National/ Region:	National Volunteering team – People and Organisation
Initials:	TG
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