



Ground Rules & Guidelines

This document is maintained by the Chairperson and/or Secretary.
Updated: 12 April 2024

Ground Rules

The following Ground Rules are within the 14/12/23 Constitution, must be followed, and can only be changed with a constitutional amendment.

- 1) There will be no gambling allowed in the Shed at any time.
- 2) There will be no smoking/vaping allowed within the Shed building at any time.
- 3) There will be no alcohol, or any other intoxicant consumed in the Shed at any time.
- 4) No one under the influence of alcohol or any other intoxicant is allowed in the Shed.
- 5) All forms of bullying, harassment and / or intimidation of members will not be tolerated.
- 6) Inappropriate use of technology and Internet will not be tolerated.
- 7) Each member will formally suggest at least one activity per calendar quarter.
- 8) Each and all members will be responsible for implementing health and safety requirements and ensuring they are adhered to at all times.
- 9) Members share chores.
- 10) Members rotate project/event management as well as governance roles.
- 11) Participants in activities such as projects and trips will share related expenses. Unless otherwise agreed by the Committee, such expenses will be paid in advance of activity's commencement.

Guidelines

Guidelines can be established and changed by the Executive Committee at any time.

Finance Guidelines

- The Shed favours maintaining a positive bank balance, preferably of €1,000+ without loans.
- Receipts/Invoices should be made out to the Rathkeale Men's Shed.¹

Recruitment Guidelines

- Every member will participate in recruitment efforts as we aim for 40 members.
- Members are encouraged to carry Welcome Business Cards and to give one to potential members.

Promotion Guidelines

- The long established Rathkeale Rising Facebook - <https://facebook.com/rathkealerising> - page will be our primary news outlet for local audiences. Both David Lamont (the page owner) and Valerie Foley can post directly to the page.
- When referencing the Shed we will include the www.rathkealemensshed.ie domain² that forwards to <https://rathkeale.com/shed/> on the Rathkeale Community Council website. David Lamont can administer the webpage.
- On LinkedIn we will use the Rathkeale Men's Shed page - <https://www.linkedin.com/company/rathkealemensshed/about/> David Lamont can administer the page.

¹ Expenses may be covered by grants that require receipts/invoices to be made out to the Shed.

² The rathkealemensshed.ie domain is with Register365, an account owned by David Lamont until such time that the Shed opens its own account (requires a credit/debit card) and the domain can be transferred.

Practical Fund Management Rules and Guidelines

The following Fund Management Rules and Guidelines were adopted on 28/3/24 in anticipation of requirements by financial institutions and the practical management of funds.

Finance Team

The Finance Team will consist of the Treasurer, Chairperson and Secretary. Any two together may withdraw money from Shed accounts, including the Rathkeale Credit Union, for the purpose of paying approved Shed depts. They may also open and manage any other account approved by the Executive Committee.

All account access details such as user IDs, passwords and PINs will be kept confidential and in a safe place.

Online Account Manager for Banking

The Treasurer will be responsible for online transactions through approved banking accounts, including the Credit Union. Where available, he will have full online access, including for the transfer of funds. His alternates, if required, will be the Chairperson and/or the Secretary. Note: Contact details were published in the minutes of the 28/3/24 Committee meeting.

Online Credit/Debit Card

The Shed may, but does not have to, maintain a credit and/or debit card for the purpose of accounts that require such (e.g. web domains.) Unless otherwise agreed by the Executive Committee, the Treasurer will be responsible for holding the cards and the transactions they are used for. He will have full online access, including for the transfer of funds. His alternates, if required, will be the Chairperson and/or the Secretary.

Discretionary Budget

Any member of the Finance Team may spend up to a total of €50 per calendar quarter on Shed business without prior approval of the Executive Committee but will seek approval at the earliest possible opportunity.

Men's Shed Role Descriptions

The following Role Descriptions were adopted on 28/3/24 to help clarify what is expected of committee members, identify gaps, and enable continuity when people change.

Chairperson, Shed Officer & Member of the Finance Committee

The Chairperson provide direction, ensure smooth operation, is a member and represent the Shed to the outside world. Key responsibilities include:

- Leadership: Provide strategic vision and guidance for the Shed.
- Meeting Management: Chair general and committee meetings, set agendas, and ensure decisions are made and followed through.
- Delegation: Assign tasks to committee members, utilizing their strengths.
- Member Relations: Maintain positive relationships and encourage active participation.
- External Representation: Act as the figurehead of the Shed, networking and building partnerships.
- Compliance: Ensure the Shed operates within its constitution and any relevant regulations.
- Guiding others: Advise the committee, collaborate with external parties, and ensure a smooth handover to any successor.

Vice Chairperson & Shed Officer

The vice chairperson is the chairperson's right hand, supporting them in leading the Shed by:

- Assisting the Chairperson: Help with tasks, decision-making, and overall leadership.
- Acting as Deputy: Take over the chairperson's duties when needed (running meetings, etc.) and stepping in when they are absent.
- Managing Sub-Committees: Oversee smaller groups within the Shed.
- Lead Projects: Handle specific initiatives requested by the chairperson.
- Engage with Members: Build relationships and encourage participation.
- Represent the Shed: Attend external events when needed.
- Stewardship: Fulfil any other tasks specified in the Constitution, Shed Ground Rules or otherwise agreed. Advise the committee, collaborate with external parties, and ensure a smooth handover to any successor.

Treasurer, Shed Officer & Member of the Finance Committee

The Treasurer's core mission is to secure the Shed's financial health and enable its success by:

- Managing the money: This means record-keeping, budgeting, reporting, and safeguarding funds. It also requires knowing how to access the funds provided by Rathkeale Together and any rules that must be followed.
- Planning for the future: Explore fundraising options, forecast financial needs (e.g. for an event), and ensure compliance with regulations.
- Stewardship: Fulfil any other tasks specified in the Constitution, Shed Ground Rules or otherwise agreed. Advise the committee, collaborate with external parties, and ensure a smooth handover to any successor.

Secretary, Shed Officer & Member of the Finance Committee

The Secretary is the administrative backbone of the Shed, handling meeting preparation, record-keeping, and communication. Key responsibilities:

- Meetings: Create agendas, take minutes, and send meeting notices.
- Records: Maintain membership³ and other records, official documents, and correspondence.
- Compliance: Understand Shed rules, relevant regulations, ensuring necessary compliance.
- Communications: Distribution all papers as well as correspond on behalf of the Shed and monitor the shed@rathkeale.com email at least weekly.
- Additional: Assist with events, and basic financial tasks.
- Stewardship: Fulfil any other tasks specified in the Constitution, Shed Ground Rules or otherwise agreed. Advise the committee, collaborate with external parties, and ensure a smooth handover to any successor.

Activity Director & Shed Officer

The Activity Director is the creative force behind the fun. They plan, organize, and oversee engaging activities for Shed members. Key responsibilities:

- Plan and Organize Activities: Brainstorm, develop, and schedule activities that cater to the interests and abilities of Shed members.
- Compliance and Safety: Ensuring Shed Ground Rules, safety, insurance, facilities, transportation, and other requirements are known and followed.
- Secure Resources: Book venues, reserve equipment, and invite guests to ensure everything runs smoothly.
- Delegate and Oversee: Direct volunteers or assistants to help with setup, cleanup, or leading activities to ensure everything goes according to plan.
- Promote Participation: Ensure all members know about activities, schedules, requirements and encourage members to join in.

³ Ensure membership forms are complete, fees are paid, members are on WhatsApp and informing the committee of any concerns.

- Evaluate and Adapt: After an activity, assess how it went and see if any adjustments need to be made for future events.
- Stewardship: Fulfil any other tasks specified in the Constitution, Shed Ground Rules or otherwise agreed. Advise the committee, collaborate with external parties, and ensure a smooth handover to any successor.

Rathkeale Together Project Coordinator & Shed Officer

The Rathkeale Together Project Coordinator is not elected but is assigned by virtue of their employment with Rathkeale Together. Key responsibilities:

- Representation and Liaising: Represents the Rathkeale Together project and affiliated organisations such as West Limerick Resources.
- Compliance: Understand Shed rules, relevant regulations, ensuring necessary compliance.
- Stewardship: Fulfil any other tasks specified in the Constitution, Shed Ground Rules or otherwise agreed. Advise the committee, collaborate with external parties, and ensure a smooth handover to any successor.

Liaison Officer & potential Shed Officer

The Liaison Officer acts as an ambassador between the Shed, other Men's Sheds, and similar external entities. Their main responsibility is fostering communication and collaboration to further the Shed's mission. Here's a breakdown of their typical duties:

- Communication and Building Relationships: Proactively communicate with and build strong relationships with individuals and organizations that can benefit the Shed.
- Advocacy: Advocate for the Shed's cause and the issues it addresses. This might involve lobbying policymakers or raising public awareness.
- Partnership Development: Play a key role in developing partnerships with other organizations to leverage resources and expertise for a greater impact.
- Information Sharing: Act as a two-way conduit, keeping the Shed members informed about relevant opportunities and developments from external entities. They might also address any concerns these entities have about our Shed.
- Stewardship: Fulfil any other tasks specified in the Constitution, Shed Ground Rules or otherwise agreed. Advise the committee, collaborate with external parties, and ensure a smooth handover to any successor.

Press Relations Officer & potential Shed Officer

The Press Relations Officer (PRO) manages the Shed's relationship with the media. Their main goal is to generate positive coverage to increase the Shed's visibility and enhance its reputation. Key responsibilities include:

- Media Relations: Build relationships with journalists, pitch stories, and respond to media inquiries.
- Content Creation: Write press releases, articles, and materials for media distribution.
- Reputation Management: Monitor media coverage and address any negative press.
- Events: Help organize press conferences and media events related to the Shed.
- Social Media: Contribute to managing the Shed's presence online, including press-related posts and engagement.
- Stewardship: Fulfil any other tasks specified in the Constitution, Shed Ground Rules or otherwise agreed. Advise the committee, collaborate with external parties, and ensure a smooth handover to any successor.

Committee Member & potential Shed Officer

Even without a specific role committee members show up, are interested, and use their talents to help out however they can. Key responsibilities include:

- Be a good listener, ask questions and think outside the box: A fresh perspective can be invaluable.
- Lend a hand: The work of specific roles as well as projects and events often come in waves with tight deadlines that can overwhelm an individual. Offer to take some of these off their plates.
- Network: Connect with people who might be interested in joining the Shed, introducing their products/services/ideas, donating, or helping in other ways.
- Cheerleader: Be an enthusiastic supporter because positive vibes are contagious.
- Stewardship: Fulfil any other tasks specified in the Constitution, Shed Ground Rules or otherwise agreed. Advise the committee, collaborate with external parties, and ensure a smooth handover to any successor.