

RLTA Development Committee working arrangements

Terms of Reference

- * to develop the organisation and management of the Rye Lane Traders' Association;
- * to arrange the main RLTA meetings;
- * to draft a constitution for adoption at a main meeting of the traders;
- * to raise funds for the administration of the RLTA.
- * to bring together a group of members for the development work.
- * to identify and invite new active members to the Development Committee.

Membership

- * the informal Development Committee which had been doing the development work became the first members of the Committee: Akbar Khan, Ben Sassoon, Elaine Corrigan, Maria Anderson, Eileen Conn, Corinne Turner and Grace Adejuwon.
- * traders who have been involved in the Development Committee in the past will be kept informed of the new arrangements and their views fed into the DC meetings.
- * other traders may be invited to join the Committee when they take an active part in the development work.

Working arrangements

- * The Committee will meet on the first Wed of the month at 6pm.
- * A draft of the RLTA newsletter will be circulated to the Committee for contributions and comment as appropriate.
- * In between meetings, urgent business will be discussed informally and action agreed by email.
- * Akbar Khan will act as the co-ordinator.
- * Corinne Turner will act as the administrator.

Finance

- * Members of the committee act as volunteers on behalf of traders in the town centre.
- * Expenses agreed in advance by the Committee will be reimbursed.
- * Funds will be raised to pay for the time of the freelance part time administrator / coordinator.

NB. The working arrangements as laid out above were finalised at the RLTA Development Committee meeting on 8 January 2014.