



Locality Management Committee (LMC) Terms of Reference

- To uphold the aims and ethos of Empathy
- To provide at least one and preferably two members as trustees
- To promote and market Empathy within the locality
- To liaise within the locality group to determine the activities required and then liaise with the senior play leader and coordinator to ensure that activities are planned and booked
- Set up LMC meetings, ensure they are recorded and outcomes are shared with members
- Manage rotas to cover activities (snack, washing up, door etc) and collect attendance information
- Bank takings, record and manage petty cash and liaise with the treasurer
- Undertake local fundraising of a minimum of 10% of the locality budget
- Three members will form a quorum for the LMC, including those members who also act as Empathy trustees
- Liaison with the CEO to ensure good communication between the board and the users.