



Scotts Project Office, Delarue Close, Shipbourne Road, Tonbridge, Kent TN11 9NN
Telephone: 01732 367917 www.scottsprjecttrust.org.uk
Registered Charity No. 1051947

Terms of Reference Family Circle

Family Circle is a group for the Service Users of Scotts Project, their families and representatives to provide mutual support and share expertise and experiences.

Purpose

- Promote the well-being of the Trust's Service Users
- Contribute views and ideas to the strategy and ethos of the Trust
- Enhance communications between the Trust and its Service Users and their families and representatives
- Family Circle does not have any specific responsibility for fundraising, but will assist where appropriate

Organisation

- The business and activities of Family Circle are organised by a Committee which shall comprise one Trustee, who will chair the Committee, together with at least one family representative and one member of staff and, where possible one service user representative, from St Peter's Row, the Supporting Independence Service and the Development Centre
- The Committee will meet formally at least twice each year.
- The Committee will invite all the Trust's Service Users, their families and representatives to join Family Circle .

Remit

- The Committee will facilitate contact by its members with each other formally, on an occasional basis between formal meetings, and informally. Less formal meetings and activities will be self-financing.
- The Committee and Family Circle are committed to inclusiveness for all of the Trust's Service Users in respect of all the activities organised by and on behalf of the Committee for its members
- The Committee may arrange guest speakers on topics of interest to members.
- The Committee will organise at least one social event each year for Service users and their families and representatives, such as a BBQ or Fete.

November 2014