

*The*  
*Constitution*  
*of the*

National Association of Wedding Car Professionals

As amended on 6th December 2015

**CONSTITUTION FOR THE**  
**NATIONAL ASSOCIATION OF WEDDING CAR PROFESSIONALS**

*(all amendments incorporated)*

**1. DESIGNATION**

*1.1 The name of the association established within the United Kingdom that is available for membership for those individuals or enterprises hiring, involved in the hiring of, or with an interest in hiring, veteran, vintage, classic, modern and specialist motor vehicles on a professional basis, to the public for weddings shall be known as the ‘**National Association of Wedding Car Professionals**’, hereafter referred to as the ‘**NAWCP**’.*

*1.2 The headquarters, website address and contact details for the NAWCP shall be, until otherwise notified:*

<i>1 West Fryerne Yateley Hampshire GU46 7SU</i>	<i>www.nawcp.co.uk</i>	<i>Telephone: 01252 875 222</i>	<i>Email: admin@nawcp.co.uk</i>
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**2. AIM OF THE NAWCP**

*2.1 To provide a national organisation to represent, at all levels, professional wedding car hirers and associated businesses within the UK.*

**3. OBJECTIVES OF THE NAWCP**

*3.1 The objectives of the NAWCP shall be:*

*3.1.1 To promote the membership of the NAWCP by **all** professional wedding car hirers in the UK.*

- 3.1.2 To establish, promote and sustain a standard code of conduct for use by all members of the NAWCP to the benefit of their customers and their businesses in general.*
- 3.1.3 To engage with associated industries and to seek mutually beneficial business arrangements for NAWCP members.*
- 3.1.4 To promote professionalism within the industry and help existing companies and those new to the industry to achieve the very high standards expected by brides, grooms and their families and thus benefit clients and members businesses in general.*
- 3.1.5 To engage positively with local, national and governmental authorities and other motoring organisations to promote the industry and in particular to voice, with authority, the collective opinion of NAWCP members when legislative changes are proposed that will impact on the industry as a whole.*
- 3.1.6 To inform NAWCP members of technical or legislative issues related to the ownership, care and maintenance of veteran, vintage, classic, modern and specialist vehicles used as wedding cars thus benefitting members businesses in general.*
- 3.1.7 To provide a forum for members and prospective clients seeking information, guidance or a business opportunity regarding wedding car hire and the associated veteran, vintage, classic, modern and specialist vehicles thus benefiting prospective clients and members businesses in general.*
- 3.1.8 To support, as best as it is able, its adopted charity, Help for Heroes.*

#### **4. MEMBERSHIP OF THE NAWCP AND LOGO PRIVILAGES**

- 4.1 Membership shall be open to those involved in the business of hiring motor vehicles on a professional basis to the public for weddings. Membership or renewal of membership will not be afforded if there is any doubt on the part of the NAWCP Management Committee regarding the legality, legitimacy, credibility or trustworthiness of the wedding car business in which the applicant is involved; to this end, the*

*NAWCP reserves the right to request references and copies of documentation to support applications for membership. Required documentation will include, but not necessarily be limited to:*

- *Vehicle Insurance*
- *Vehicle Taxation*
- *Public Liability Insurance*
- *For Private Hire: Local Authority Licences for each vehicle, each chauffeur and the operation in general”.*

**4.2** *Membership implies acceptance and adherence by the member and his/her business of the Rules of the Association (See Annex A). Agencies requesting membership will be expected to guarantee, by providing the NAWCP with a ‘letter of undertaking’ that their subcontractors, including those existing at the time of membership and new businesses joining the agency after NAWCP membership is granted, will also comply with the Rules and Code of Conduct of the NAWCP. The ‘letter of undertaking’ is to be signed by both the Agency representative and the individual sub-contractor. Franchised wedding car businesses must seek independent membership of the NAWCP. Where it is considered that membership would be detrimental to the aims and activities of the NAWCP, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member in accordance with the rules of the NAWCP. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the Management Committee.*

**4.3** *Any member of the association may resign his/her membership by providing the Secretary with written notice.*

**4.4** *Affiliations with analogous and like-minded organisation, both national and international, will be welcomed and indeed encouraged when it is considered that such an affiliation will assist the NAWCP to achieve its objectives, will be of overall benefit to the NAWCP and its members, and, most importantly, will not contravene the spirit of the Constitution, the Rules or the Code of Conduct of the NAWCP or bring the NAWCP*

*into disrepute in any way. The terms and the format of the affiliation will be determined by the Management Committee and promulgated accordingly to the NAWCP membership.*

- 4.5** *The use of the NAWCP logo and wording that indicates in any way current membership of the NAWCP by members/businesses on their web-site and/or documentation is limited to the duration of valid membership and should that membership not be renewed within fourteen days of expiry the authority for the use of the logo and wording indicating in any way NAWCP membership by the subject member/business also expires. Consequently, should membership not be pursued or renewed after due notice and the NAWCP logo continue to be displayed or used in any way or NAWCP membership implied in any way by the lapsed member, appropriate legal action may be taken by the NAWCP Management Committee to stop such display or use.*

## **5. NAWCP MANAGEMENT COMMITTEE**

- 5.1** *The NAWCP shall be administered by a Management Committee of no less than three (3) people and no more than ten (10), who must be at least 18 years of age.*
- 5.2** *Management Committee members will be elected for a period of up to 4 year, by nomination from NAWCP members and voting at the Annual General Meeting (AGM).*
- 5.3** *After serving for 4 years Management Committee members may be re-elected or replaced by members voting accordingly at the NAWCP's AGM.*

## **6. NAWCP MANAGEMENT COMMITTEE MEMBERS**

**6.1** *The NAWCP shall have a committee consisting of:*

- *The Chairperson*
- *The Treasurer*
- *The Secretary*
- *The Membership Secretary*
- *One or two independent members without port folio.*

**6.2** *Terms of Reference for the Management Committee Members are at Annex C.*

## **7. AUTHORITY OF THE NAWCP MANAGEMENT COMMITTEE**

**7.1** *In furtherance of the objectives, but not otherwise, the NAWCP Management Committee may exercise the power to:*

**7.1.1** *Promote the NAWCP as a Government and Local Authority Stakeholder representing the wedding car industry.*

**7.1.2** *Promote awareness of the NAWCP and the wedding car industry and agree mutually beneficial business arrangements within the motoring domain by working in partnership with appropriate motoring groups and organisations.*

**7.1.3** *Promote awareness of the NAWCP and the wedding car industry within the wedding services domain and exchange information, advice and knowledge with them accordingly, but a member's details may not be given without the express permission of the member other than by the direct link to the members own website from the Registered Members page on the NAWCP's website.*

**7.1.4** *Advance professionalism within the industry by encouraging and assisting members in their day to day activities and organising, meetings, training courses, events and seminars as deemed appropriate.*

- 7.1.5 Instigate and periodically review the joining and membership process and membership fee payable by all members. Invite and receive contributions and raise additional funds where appropriate, to finance the work of the NAWCP, and to open one or more bank accounts to manage such funds.*
- 7.1.6 Invest as the Committee think fit (but subject to any conditions or consents that may be imposed by law) any of the NAWCP's funds that are not immediately required for day to day expenses.*
- 7.1.7 Seek and engage volunteers as is necessary to conduct activities to meet the aim and objectives of the NAWCP (who shall not be members of the Management Committee); in particular, appoint permanent Regional NAWCP Representatives from the membership of the Association. Terms of Reference for the Regional Representatives are at Annex C.*
- 7.1.8 Contract for the provision of services by any person or organisation to meet the aim and objectives of the NAWCP, and engage solicitors, accountants and other professional advisers to advise and act for the NAWCP when necessary and pay the fees and expenses of any such persons.*
- 7.1.9 Present at the AGM a proposal for the annual budget and amounts payable to members for out of pocket expenses for work carried out on behalf of the NAWCP following recommendations from the Treasurer.*
- 7.1.10 Appoint an independent auditor to audit NAWCP accounts.*
- 7.1.12 Decide on all membership issues.*
- 7.1.13 Appoint a deputy chairman as and when necessary.*
- 7.1.14 Take any form of action that is lawful, which is necessary to achieve the aim and objectives of the NAWCP.*
- 7.1.15 Appoint a replacement committee member for the remainder of the 4 year period in the event of a resignation of a committee member mid-term.*

## **8. NAWCP MEETINGS**

- 8.1** *The Management Committee shall meet at least twice (2) a year. Meetings shall enable the committee to discuss actions and monitor progress to date, and to consider future developments.*
- 8.2** *All Management Committee members shall be given at least fourteen (14) days' notice of when a management committee meeting is due to take place, unless it is deemed as an emergency.*
- 8.3** *In an emergency a telephone and/or video meeting can take place which must be recorded for later transcription.*
- 8.4** *Two-thirds of committee members must be present in order for a Management Committee meeting to take place. All committee members are entitled to vote, which shall be by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.*
- 8.5** *It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties.*
- 8.6** *The AGM shall take place no later than three months after the end of the financial year. At least fourteen (14) days' notice must be given to all NAWCP members before the meeting takes place.*
- 8.7** *All NAWCP members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis of those attending. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.*
- 8.8** *Only fully paid-up members will be entitled to vote, and whether an individual, an organisation or business shall have only one vote.*



**8.9** *Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person chairing the meeting shall be final.*

**8.10** *Any organisation or business that is a member of the Association may nominate any, but only, one person to act as its representative at any meeting of the Association*

**8.10.1** *The organisation or business must give written notice to the Association of the name of its representative. The representative shall not be entitled to represent the organisation or business at any meeting unless the notice has been received by the Association. The representative may continue to represent the organisation or business until written notice to the contrary is received by the Association.*

**8.10.2** *Any notice given to the Association will be conclusive evidence that the representative is entitled to represent the organisation or business, or that his/her authority has been revoked. The Association shall not be required to consider whether the representative has been properly appointed by the organisation or business.*

**8.11** *The organisation or business must give written notice to the Association of the name of its representative. The representative shall not be entitled to represent the organisation or business at any meeting unless the notice has been received by the Association. The representative may continue to represent the organisation or business until written notice to the contrary is received by the Association.*

**8.12** *Any notice given to the Association will be conclusive evidence that the representative is entitled to represent the organisation or business, or that his/her authority has been revoked. The Association shall not be required to consider whether the representative has been properly appointed by the organisation or business.*

## **9. NAWCP FINANCE**

**9.1** *Any money acquired by the NAWCP, including membership fees, donations, contributions and bequests shall be paid into an account*

*operated by the Management Committee in the name of the NAWCP. All funds must be applied to the objectives of the NAWCP and for no other purpose.*

- 9.2** *Bank accounts shall be opened in the name of the NAWCP. Any cheques or other documents relating to the NAWCP's bank account shall be signed by one (1) of the following but authorised by letter or e-mail by at least two (2) of the following committee members: Chairperson; Treasurer; Secretary.*
- 9.3** *Any money acquired by the NAWCP, including membership fees, donations, contributions and bequests shall be paid into an account operated by the Management Committee in the name of the NAWCP. All funds, income and property must be applied to the objectives of the NAWCP and for no other purpose.*
- 9.4** *An annual budget will be recommended by the Treasurer and presented to the Management Committee for ratification. The budget will then be presented to the members for agreement at the AGM.*
- 9.5** *Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the NAWCP stays within budget. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the NAWCP. An annual financial report shall be presented at the AGM. The NAWCP's accounting year shall run from 01 April to 31 March.*
- 9.6** *Reasonable out of pocket expenses incurred by members in pursuit of their duties on behalf of the NAWCP may be claimed from NAWCP funds by submitting a claim to the Secretary who will verify the claim and pass it to the Treasurer for payment.*

## **10. INDEMNITY**

- 10.1** *Every member of the Management Committee and the auditor of the NAWCP is to be indemnified out of the assets of the NAWCP against any liability incurred by her/him in defending any proceedings (civil or*

*criminal) in which judgment is given in her/his favour or in which he/she is acquitted or in connection with any application in which relief is granted to her/him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the NAWCP. This provision applies without prejudice to any other indemnity to which a member of the Management Committee may be entitled.*

**10.2** *The NAWCP may purchase and maintain for any member of the Management Committee, or the auditor of the NAWCP, insurance against any such liability.*

## **11. ALTERATION OF THE NAWCP CONSTITUTION**

**11.1** *Any changes to this constitution must be agreed by a majority vote at an Extraordinary General Meeting (EGM) or AGM if 14 days notice is given.*

**11.2** *Amendments to this constitution or dissolution of the NAWCP must be conveyed to the Secretary formally in writing. The Secretary and other Management Committee members shall then decide on the date of an EGM to discuss such proposals, giving members at least four weeks (28 days) notice.*

## **12. DISSOLUTION OF THE NAWCP CONSTITUTION**

**12.1** *The NAWCP may be dissolved if deemed necessary by the members in a majority vote at an EGM. Any assets or remaining funds after debts have been paid shall be transferred to the NAWCP's adopted charity, Help for Heroes.*

**13. AUTHENTICATION OF THE NAWCP CONSTITUTION**

*13.1 This constitution was adopted at an AGM held at Hansom Hall, Leicester on 1<sup>st</sup> December 2013 and is authenticated by:*

*Signed: ..... Chairperson Name: David G. Jones*

*Signed: ..... Treasurer Name: Kim Williams*

*Signed: ..... Secretary Name: Christopher Hill*

*Signed: .....Member Name: Peter Williams  
(Proposer)*

*Signed: .....Member Name: Marilyn Dann  
(Seconder)*

## *Amendments to the original Constitution*

*These amendments are written into the foregoing Constitution*

### *Amendment to the constitution adopted at the AGM on 7th December 2014* *held at the Holiday Inn Blackpool*

- 4.4** *Affiliations with analogous and like-minded organisation, both national and international, will be welcomed and indeed encouraged when it is considered that such an affiliation will assist the NAWCP to achieve its objectives, will be of overall benefit to the NAWCP and its members, and, most importantly, will not contravene the spirit of the Constitution, the Rules or the Code of Conduct of the NAWCP or bring the NAWCP into disrepute in any way. The terms and the format of the affiliation will be determined by the Management Committee and promulgated accordingly to the NAWCP membership.*
- 4.5** *The use of the NAWCP logo and wording that indicates in any way current membership of the NAWCP by members/businesses on their web-site and/or documentation is limited to the duration of valid membership and should that membership not be renewed within fourteen days of expiry the authority for the use of the logo and wording indicating in any way NAWCP membership by the subject member/business also expires.*

**Note:** *It was also approved to add the words "veteran" and "modern" to the types of vehicle accepted by the association. This now applies to the following clauses: 1.1 and 3.1.7 and 4.1*

*Amendment to the constitution adopted at the AGM on 6th December 2015  
held at the Carlton Hotel Blackpool*

*Para 4 re-titled MEMBERSHIP OF THE NAWCP “AND LOGO PRIVILEGES”.*

*4.1 add after the first sentence, “Membership will not be afforded if there is any doubt on the part of the NAWCP Management Committee regarding the legitimacy, credibility or trustworthiness of the wedding car business in which the applicant is involved; to this end, the NAWCP reserves the right to request references to support applications for membership”.*

*4.2 add after the first sentence, “Agencies requesting membership will be expected to guarantee, by providing the NAWCP with a ‘letter of undertaking’ that their subcontractors, including those existing at the time of membership and new businesses joining the agency after NAWCP membership is granted, will also comply with the Rules and Code of Conduct of the NAWCP. The ‘letter of undertaking’ is to be signed by both the Agency representative and the individual subcontractor. Franchised wedding car businesses must seek independent membership of the NAWCP”.*

*4.5 add after the final sentence, “Consequently, should membership not be pursued or renewed after due notice and the NAWCP logo continue to be displayed or used in any way or NAWCP membership implied in any way by the lapsed member, appropriate legal action may be taken by the NAWCP Management Committee to stop such display or use”.*

*Proposed by: Christopher Hill*

*Seconded by: John Hulse*

*Carried: Unanimously*

*A Second Amendment to the Constitution was proposed following lengthy discussions was also adopted at the AGM held on 6th December 2015 at the Carlton Hotel, Blackpool*

*4.1 Membership shall be open to those involved in the business of hiring motor vehicles on a professional basis to the public for weddings. Membership or renewal of membership will not be afforded if there is any doubt on the part of the NAWCP Management Committee regarding the legality, legitimacy, credibility or trustworthiness of the wedding car business in which the applicant is involved; to this end, the NAWCP reserves the right to request references and copies of documentation to support applications for membership. Required documentation will include, but not necessarily be limited to:*

- Vehicle Insurance*
- Vehicle Taxation*
- Public Liability Insurance*
- For Private Hire: Local Authority Licences for each vehicle, each chauffeur and the operation in general”.*

*Proposed by: Christopher Hill*

*Seconded by: Peter Williams*

*Carried: Unanimously*

*All amendments once approved at an AGM or EGM will be written in to the foregoing Constitution for ease of reference. There being only one document. Amendments will be written into the constitution within twenty one days of the approval meeting and will be available to all on the Associations website [www.nawcp.co.uk](http://www.nawcp.co.uk). All amendments that are written into the constitution will also be written on to this Amendments page with the date and location of the meeting accepting such amendments*

***Annexes:***

- A. Rules of the NAWCP.*
- B. NAWCP Code of Conduct.*
- C. Terms of Reference.*

***ANNEX 'A' TO THE NAWCP CONSTITUTION***

***DATED 1<sup>st</sup> December 2013 as amended on 6th December 2014***

***RULES OF THE NATIONAL ASSOCIATION OF WEDDING CAR  
PROFESSIONALS***

- 1. Membership will commence on receipt by the NAWCP of a completed joining application and full payment of the annual membership/joining fee.*
- 2. Members must pay their annual membership fee within 4 weeks of the renewal date.*
- 3. Members will be expected to respect the aims and objectives of NAWCP and observe the principles of the agreed Code of Conduct.*
- 4. Any member that is not able to keep to the rules of the NAWCP or brings the good name of the NAWCP into disrepute may have their membership terminated without refund of membership fees in accordance with the Constitution.*
- 5. The NAWCP reserves the right to decline new membership or renewals of membership without further explanation.*



6. *The cars offered for hire by members as wedding cars without a private hire vehicle (PHV) or a Vehicle and Operator Services Agency (VOSA) licence must be for weddings only – not for general hire for Proms or other special events - strictly 'weddings only'. Members found to be offering or using their non-PHV licensed cars for hire for other than weddings will have their membership terminated without refund of membership fees.*

## **ANNEX 'B' TO THE NAWCP CONSTITUTION**

**DATED 1<sup>st</sup> December 2013**

### **NATIONAL ASSOCIATION OF WEDDING CAR PROFESSIONALS CODE OF CONDUCT**

#### **1. General**

- 1.1** *Members will serve their clients safely, reliably, efficiently and lawfully, providing the highest quality of activity in all aspects of the service they provide.*
- 1.2** *Members will respect client confidentiality, and where records are kept, should ensure compliance with the Data Protection Act of 1998 where applicable.*
- 1.3** *Members will issue appropriate documentation i.e. invoices, receipts and contracts to clients, relevant to the services provided. Members will publish on web-sites or make available to clients copies of vehicle documentation, namely insurance certificates and MoT's if so requested.*

#### **2. Vehicles**

- 2.1** *Members will maintain their wedding cars to the highest level of serviceability at all times with an annual MoT being conducted on all hire vehicles over 3 years old, including pre-1960s vehicles, with advisories normally being acted upon within a period of 30 days.*
- 2.2** *Members will ensure the highest level of internal and external presentation of their vehicles at all times.*
- 2.3** *Members will ensure that their vehicles meet all the expectations of their clients by discussing each client's*

*requirements in details when a booking is made and again just prior to the day of hire.*

### **3. Operation**

- 3.1 Members will encourage and make available the time and facilities for prospective clients to view their wedding cars prior to a booking being made.*
- 3.2 Members will develop and provide details of the operation of their wedding cars for prospective clients including contingency plans in the event of a vehicle being unserviceable.*
- 3.3 Members will explain and provide prospective clients with written details of the Terms of Hire prior to a booking being confirmed.*
- 3.4 Members will to the best of their ability and commensurate with the capability of the wedding car ensure that provision is made for the infirm and disabled to travel safely in the car.*
- 3.5 Members will comply fully with the regulations governing the carriage of children in cars.*
- 3.6 Members will comply fully with all regulations governing the use motor vehicles on the public highway.*

### **4. Personnel**

- 4.1 Members will be competent in all aspects of their profession and be able to supply references to the prospective clients if requested.*
- 4.2 Members will ensure that the chauffeurs of their wedding cars are properly DVLA licensed, insured, trained and competent in the operation of the selected wedding car.*
- 4.3 The member will ensure the highest level of presentation of their chauffeurs at all times.*

## **5. Safety**

- 5.1** *Members will develop a Safety Policy for their business covering all aspects of safety for the chauffeur, passengers, guests and members of the general public in the vicinity of the wedding venue at which their wedding cars will operate. The policy development should include the development of risk assessment for all aspects of the wedding car operation.*
- 5.2** *Members will ensure that their chauffeurs comply fully with all UK road and traffic laws and regulations at all times.*

## ***ANNEX 'C' TO THE NAWCP CONSTITUTION***

***DATED 1<sup>st</sup> December 2013***

### ***TERMS OF REFERENCE***

#### ***Chairperson***

*The Chairperson is responsible for:*

- 1. Acting as the Chairperson at NAWCP Management Committee, General and extraordinary meetings. Leading the work of the meeting while ensuring that order is properly maintained and that fairness and the need for full information in addressing issues are balanced judiciously at all times.*
- 2. Ensuring that the Management Committee members function properly and effectively and meets their obligations and responsibilities.*
- 3. Ensuring that, if required, appropriate sub-committees are set up, with appropriate Terms of Reference (ToRs), and that they function properly and correctly and report to the NAWCP as required by their ToRs.*
- 4. Reviewing plans, defining issues, building relationships, and otherwise supporting the overall activities of the NAWCP.*
- 5. Representing the best interests of the NAWCP in formal and casual interactions and ensuring that the Committee is aware of any issues highlighted during formal and casual interactions;*
- 6. Ensuring meetings are held as required in the NAWCP constitution*
- 7. Acting as the primary spokesperson for the NAWCP in both formal and informal discussion with other organizations, groups or authorities.*

## Treasurer

*The Treasurer is responsible for:*

- 1. Conducting all NAWCP financial affairs, namely, recording the collection of joining and annual membership fees, approving invoices, paying creditors, issuing sundry payments and chasing debtors, and working with all members of the NAWCP committee to achieve these requirements.*
- 2. Making a recommendation to the Management Committee for the annual NAWCP Budget.*
- 3. Making final decisions on income and expenditure on a day to day basis and having over all accountability for keeping the clubs financial dealings accurately documented.*
- 4. Making recommendations regarding the joining and annual membership fees required to keep the NAWCP financial stable.*
- 5. Maintaining the NAWCP bank account(s) and managing cash flow.*
- 6. Payment of expenses claimed by members and verified by the Secretary.*
- 7. Ensuring that all NAWCP insurance and affiliation fees are managed appropriately and certificates made available for view by all members.*
- 8. Reporting at every committee meeting on all financial related correspondence and on NAWCP income & expenditure for the subject period.*

## Membership Secretary

*The Membership Secretary is responsible for:*

- 1. Maintaining a full, accurate and up to date list of all NAWCP members with their respective contact details and the nature of their business.*
- 2. Reporting to the committee on member numbers at the time of reporting and the trend in application for membership and resignations.*
- 3. Notifying members of the joining and annual membership fees due, collecting fees due and liaising with the Treasurer to ensure that members are notified in a timely fashion of outstanding fees.*
- 4. Preparing accurate, complete and timely minutes of meetings, recording all decisions taken, significant issues discussed and any directives given by the committee or agreed by the body of the meeting. Recording matters arising and ensuring they appear as an Agenda item at the next meeting.*
- 5. Where possible, issuing draft minutes to the Chairman within 14 days of the meeting to enable timely correction of critical errors and emissions. Once the draft minutes have been approved by the Chairperson, the Secretary is responsible for distributing the agreed minutes to the committee and NAWCP membership as soon as is practicable.*
- 6. Retaining and safeguarding the official committee/meeting minutes and any other NAWCP documents.*
- 7. Verifying and authorizing member's expenses related to their NAWCP and/or committee duties.*

### **Members Without Port Folio**

*Members without Port Folio are responsible for:*

- 1. Assisting where and when possible the other Management Committee members in the conduct of their affairs regarding their work for the NAWCP.*
- 2. With the agreement of the Committee, act upon matters or issues that would not normally fall into the remit of the other Committee members.*

### **Regional Representatives**

- 1. Act as NAWCP representatives for their nominated region; normally county based.*
- 2. Carry out the tasks as detailed by the Management Committee and report back to the Management Committee as required.*
- 3. Bring to the notice of the Management Committee any subject or issue for resolution that is brought to them by a member or members within their region.*