

Durham City Freemen



Guide for the Wardens

Foreword and Purpose

Over the centuries that the Guilds have been in existence there will have been rules and procedures in place to manage the organisation.

These will have changed many times to address the changing circumstances. At this point in time the modus operandi appear to be of custom and practice delivered through a verbal arrangement.

In the absence of a written constitution being available, the following Guide has been developed, based partly on custom and practice and partly by addressing its current needs.

The focus for drawing up a Guide is twofold.

1. To clearly define the roles of responsibility of the posts that are charged with managing the organisation, to provide clear information for members placing themselves forward for office as Wardens of Companies or as Chairman of the Wardens.
- 2 To assist in the smooth transition of responsibilities at the end of tenure of posts or from unexpected resignations.

This Guide has been developed to address the current situation and it may be necessary from time to time make changes as the organisation continues to develop.

Durham City Freemen

- I. Warden
 - a. Role and Responsibilities.
 - b. Election and tenure of appointment.

- II. Chairman of the Wardens
 - a. Role and Responsibilities.
 - b. Election and tenure of appointment for Chairman and Vice-Chairmen of the Wardens.

- III. Annual Diary of Meetings and Events

I. Wardens

a. Roles and Responsibilities of a Warden

Attendance at Guild Days

A Wardens is expected to:

- Welcome new members admitted to his/her Company and act as their host for the occasion.
- Act as host for the guest speaker.
- Welcome members within their company who are in attendance.
- Act as an ambassador for the Freemen on Guild Days.
- Represent his/her Company at meetings and with the public as appropriate.

Wardens may be allocated other roles including management of the accommodation on the day and liaison with the Town Hall staff at the request of the Chairman.

Attendance at Meetings

Wardens are expected to attend:

- Members Meetings (quarterly).
- Wardens Meetings (quarterly).
- Wardens and Trustees Meetings (quarterly).
- Any extraordinary Wardens meeting as called by the Chairman.
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Support the Chairman of the Wardens

Wardens are expected to assist the Chairman in the organisation and management of the Freemen which would include undertaking the following tasks:

- Production of the Freemen Yearbook.
- Organisation of the Annual Dinner.
- Providing information to be placed on the website regarding their company's affairs.
- Standing in as Chairman at Wardens meetings or to take minutes.
- Representing the Freemen at public events and act as an ambassador as required.

Annual Distribution (Martinmas Guild Day)

Wardens are expected to ensure the timely and efficient 'Distribution' to its Company membership by:

- Receiving a cheque from the Treasurer of the Trustees.
- Allocating the 'Distribution' as per established agreement/rules.
- Returning surplus monies (cheque) together with the signed waivers to the Treasurer at the Wardens and Trustees meeting in January.

Maintain contact with Company Members

A Warden is expected to maintain contact with Company Members by:

- Establishing initial contact with new members prior to Guild Day.
- Liaising with the Membership Secretary in relation to Company Members change of contact details.
- Providing Company information to be posted on the Freemen website.
- Communicating with Company Members in times of illness and bereavement.

b. Election and Tenure of Wardens

1. Wardens are elected in accordance with the procedure set out in Annex I.
2. Wardens are expected to serve a term of three years. Wardens may apply for re-election at the end of their term.
3. The elections under these rules will take place between January-April, the Wardens being in post for the May Guild Day

The calendar of elections for Company Wardens will be as follows;

- 2017– Cordwainers and Masons
- 2018 – Barbers, Curriers and Drapers
- 2019 – Plumbers (also Chairman), Butchers and Joiners

II Chairman and Vice Chairman

a) Role and Responsibilities of the Chairman of the Wardens

The role of the chairman is pivotal in the management of the Freeman. A significant feature of the chairman's role will be to provide leadership and champion change and development of the organisation.

The role demands a strong public presence and project a positive image of the organisation locally, regionally and nationally and maintaining a link with the Freeman of England and Wales (FEW). It also involves a close working relationship with staff from Durham County Council who have responsibility for the:

- Legal input into Guild Days.
- Management of the Town Hall accommodation and services.
- Mayor's Office.

Specific roles and duties currently include;

- Creating an Annual Diary of meetings and events.
- Attending and chairing Guild Days.
- Reporting Freeman activities at the Wardens and Trustees meetings.
- Ensuring a Yearbook is published.
- Supporting the manager of the website and its development.
- Promoting a positive image of the Freeman by attending functions.
- Act as a focal point for assembling information for development and change within the organisation.
- Supporting newly appointed Wardens.
- Ensuring that the current Guide and its rules and procedures are adhered to.
- Provide a steer for change and development as required.
- Act as a conduit for information dissemination, particularly to Wardens and Trustees.
- Being a focal point for public relations.

Details of the specific functions relating to these roles and duties are found in Annex IV.

Subject to a decision of the Charitable Trust, the Chairman of the Wardens may be invited to serve as Chairman of the Charitable Trust, an independent body set up by the Wardens and Trustees of Durham City Freeman to be responsible for the total management of the 'charitable giving' component of the Freeman. Further details regarding this role can also be found in Annex IV.

a. Election and Tenure of the Chairman of the Wardens

1. Only a Warden may serve as a Chairman or Vice-Chairman.
2. The Chairman and the Vice-Chair will be elected by the Wardens.
3. The Chairman of the Wardens will serve for three years.
4. Should there be one or more candidates for the post of Chairman or Vice-Chairman a ballot will take place. Should there be a tie, the current Chairman would have a casting vote.
5. At the end of the current Chairman's tenure the Vice Chairman will automatically assume the chairmanship.
6. In the absence of a Chairman and Vice-Chairman, a Warden will act as Chairman until the position has been resolved.

III Annual Diary of Events & Meetings

The Chairman of the Wardens will create the Annual Diary of meetings for Members, Wardens and Wardens and Trustees. The Diary also include the Guild Days.

The Chairman of the Wardens will complete the Annual Diary by December 1st in the preceding year and make it available for posting on the Durham City Freemen website and publishing in the Yearbook.

Meetings will be held quarterly and follow in sequence; Members, Wardens and finally Wardens and Trustees. This will enable any issues that are raised by Members can be discussed by Wardens, before being reported at the Wardens and Trustees meetings.

Information about the Meetings & Guild Days

Guild Days

Guild Days will be held quarterly on the first convenient Monday following the festival days of:

- Candlemas (February),
- May Day (May)
- Lammas (August)
- Martinmas (November)

Guild Days are chaired by the Chairman of the Wardens or in his absence by the Vice Chairman.

Member's meetings (Quarterly)

Members meetings are open to all members to raise issues and receive minutes. Formal minutes will be taken and available for those present at the meetings or distributed on request.

The meetings will be chaired by the Chairman of the Wardens and in his absence Vice-Chairman. If neither are in attendance a Warden present will act as Chairman.

Wardens meetings (Quarterly)

Wardens meetings are attended by the Wardens of the 8 Companies or in their absence an officially appointed deputy. An agenda, along with the minutes of the previous meeting, will be circulated prior to the meeting. A Warden may request items to be included on the agenda.

The meeting will be chaired by the Chairman of the Wardens or in his absence by the Vice-Chairman. If neither are in attendance a Warden from the group will be selected to act as Chair.

Formal minutes will be taken.

Five wardens will constitute a quorum for decision making.

Following the meeting, minutes will be circulated at Member's Meetings and be available on request.

Wardens and Trustees Meetings (Quarterly)

The meetings are traditionally held on Fridays in the following months.

- The last week in January
- The first week in May
- The last week in September
- The first week in December

The Chairman of the Trustees chairs the meetings and the Clerk and Receiver of the Trustees will act as Secretary.

Formal minutes are taken and distributed to Wardens and Trustees.

Annual Dinner

The Annual Dinner of the Durham City Freemen is held during October and the traditional venue is the Town Hall.

Durham City Freemen: Election of a Warden

When a Warden's position becomes vacant the following procedures should be followed:

1. Notification by the Warden to the Chairman and Secretary.
2. The Secretary writes to all Members of the Company notifying them of the vacancy and includes:
 - The Guide for the Wardens that sets out the Role and Responsibilities for the position.
 - Application Form. (ANNEX II)

A deadline date for applications to be returned to the Secretary must be set. This date should be no more than two weeks.

3. If only one person applies, then this application will go forward to the Wardens for approval. Once this is approved the Chairman writes to the new Warden and all the Members of that Company and posts the result on the website.
4. If more than one person applies, then the Secretary notifies the Members of the Company and sends out a ballot paper which should be returned to the Secretary. This should be no more than two weeks. (ANNEX III)
5. Once the result of the ballot is known the Secretary notifies the Chairman of Wardens and Wardens. The Chairman then writes to the new Warden and all the Company Members and the result is posted on the website
6. If no one comes forward, then the Secretary notifies the Chairman of Wardens and Wardens. The Secretary then writes to all Members of the Companies other than the one already contacted inviting applications for the position. If more than one person applies, then we proceed to 4 above for a ballot. Once the result of the ballot is known the Secretary notifies the Chairman of the Wardens and Wardens. The Chairman then writes to all the Company Members and the result is posted on the website.



Durham City Freemen

Secretary

Kathleen Vasey
15 Farnham Close
Durham
DH1 5FL
Tel: 0191 3868000
Email: kathleenvasey@aol.com

APPLICATION TO BECOME A WARDEN

NAME: _____

ADDRESS: _____

HOME TEL. NO: _____

MOBILE TEL. NO: _____

EMAIL: _____

HOW WOULD YOU LIKE TO BE CONTACTED: _____

Please write a brief resum'e about yourself, setting out the experience and skills that you might bring to the position and why you would like to become a Warden. You may wish to provide this information on a separate sheet and append it to your application form.



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Secretary

Kathleen Vasey
15 Farnham Close
Durham
DH1 5FL
Tel: 0191 3868000
Email: kathleenvasey@aol.com

Dear Member of the [] Company

Warden Vacancy

Following my letter of inviting expressions of interest for the position of Warden of the Company, I have received notification from (Henry Smith) and (John Dee) that they are interested in the position of Warden.

I attach a brief note from each of the candidates that I hope might assist you in choosing which you would like to vote for.

Please tick one of the boxes below and return to me as soon as possible. The final date of receipt of votes will be which will enable the successful candidate to be advised and invited to the next meeting of Wardens and Wardens and Trustees Meeting. The name of the new Warden will be announced to the Members of the Freemen and posted on the Freemen website.

Best wishes

Kathleen Vasey
Secretary

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Please fill in your name then place a tick to indicate your preferred candidate for the position of Warden of the Company. Please return no later than

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NAME:

Henry Smith)

John Dee)

please tick against your preferred candidate

Please return to: Kathleen Vasey at the address or email above.

Details of the Chairman of the Wardens roles and duties

Creating an Annual Diary of Meeting and Events

A Chairman is expected to:

- Liaise with the Mayors Office to ensure the Mayor is available to officiate at the proposed Guild Days.
- Liaise with Durham County Council staff to secure accommodation (usually the Guildhall) within the Town Hall, then produce a diary of meetings/events that meets all the required criteria.
- Liaise with the Clerk and Receiver of the Trustees to ensure that the proposed dates for the Wardens and Trustees meetings are satisfactory.
- Produce a Diary of Meetings/Events that meets all the required criteria by December 1st of the preceding year.
- Inform the website manager of the confirmed Diary of Meetings/Events for posting on the website and publication in the Yearbook.
- Liaise with all parties where changes to the Diary are requested.

Attendance at Guild Days

A Chairman is expected to:

- Act as Chairman on Guild Days.
- Lead the Mayor and the legal representatives into the Guildhall.
- Welcome and introduce the Mayor and guests.
- Pay the Candle Money.
- Deliver a report of Freemen activities since the last Guild Day.
- Take part in the photographic session the end of the ceremony.

Reporting Freemen activities at Wardens and Trustees Meetings

A Chairman is expected to:

- Prepare and deliver a verbal or written report of Freemen activities or proposed developments/changes at the Wardens and Trustees meetings.

Ensuring the Yearbook is published

A Chairman is expected to:

- Provide tangible support for the person designated to manage the publication of the Yearbook.
- Ensure the Yearbook is posted to all members in the first week in January.

Supporting the manager of the website and its development

A Chairman is expected to:

- Provide tangible support for the website manager to enable him/her to provide up to date information of Freemen activities in a timely manner and to offer assistance for the continuing development of the website.

Promoting a positive image of the Freemen by attending functions.

A Chairman is expected to:

- To attend a wide variety of functions where invitations are extended to the organisation, to assist the positive promotion of the Freemen or appoint a deputy if he/she is unable to attend.
- Maintain and foster close links with other Guilds within our region and with the Freemen of England and Wales (FEW).

Act as a focal point for assembling information for the development and change within the organisation.

A Chairman is expected to:

- As a result of the many functions and activities attended by the Chairman, update and inform members, particularly the Wardens, so they can explore opportunities of development for the benefit of the Durham City Freemen.
- Actively encourage and support initiatives from all parts of the membership that will improve the organisation.

Supporting newly appointed Wardens.

A Chairman is expected to:

- Actively support newly appointed Wardens by providing an induction pack of information and the offer of a mentorship in their first year.

Ensuring that the current Rules of Procedures are adhered to.

A Chairman is expected to:

- Ensure all Wardens are provided with a pack of information including the 'Guide' (Rules of Procedure) to enable them to undertake their role effectively.

Provide strategic direction for change and development as required.

The unique position of Chairman of the Wardens will have provided him/her with a wide range of contacts and experience that will enable him/her to take a lead in future developments.

Details of the Chairmen of the Charitable Trust

Where the Chairman of the wardens also serves as Chairman of the Charitable Trust, the following duties will apply

- Arrange meetings as and when appropriate.
- Chair the meetings.
- Undertake appropriate projects (in keeping with the Charitable Trustees) and research applications for charitable support and report back to the group.
- Attend events where successful applicants receive the cheques.