# Mid Down & Lisburn District
# Community First Responder Scheme
# Constitution

## 1. Name and Location

1.1 The name of the organisation is "Mid Down & Lisburn District Community First Responders".

1.2 The name of the organisation may be changed by the management committee hereinafter mentioned, from time to time, provided the organisation reports the changes to the bodies or agencies required.

1.3 The organisation shall work principally within Mid Down & Lisburn District and the surrounding town lands or in such other places as the organisation may later decide, jointly with the Northern Ireland Ambulance Service.

## 2. Objectives and Aims

2.1 The objectives and aims of the organisation shall be:

To set up and operate a volunteer-led community first responder scheme.

To provide life-saving care to people with any of a range of medical emergencies, as laid down from time to time by the Northern Ireland Ambulance Service, in our community, pending the arrival of the ambulance service.

To recruit, co-ordinate and equip local volunteers who will be trained and alerted by the Northern Ireland Ambulance Service to assess and provide an appropriate intervention to those with appropriate medical emergencies, in their localities.

To Provide, as appropriate, resuscitation including the use of a defibrillator, care and support pending the arrival of an emergency ambulance, which will be dispatched simultaneously with the first responders.

## 3. Membership

3.1 Membership of the organisation shall be open to those who subscribe to the objectives and aims set out above and who satisfy such criteria as may be agreed with the Northern Ireland Ambulance Service and Avonmore Training Solutions Ltd (The governing Body)

3.2 In the case of members who enrol as community responders and who will, therefore, have contact with vulnerable adults or children, entry criteria will include proposed member to supply enhanced criminal records checks and copy of certificate stored Avonmore Training Solutions Ltd. (The governing body).

3.3 A List of the names and addresses of members, as those change from time to time, will be kept by the management committee.

3.4 The organisation's objectives and aims will be delivered via a partnership between the Northern Ireland Ambulance Service, Avonmore Training Solutions Ltd (the governing body) and the organisation management committee.

## 4. Key Partnership

4.1 The organisation's objectives and aims will be delivered via a partnership between the Northern Ireland Ambulance Service, Avonmore Training Solutions Ltd and the organisation management committee.

### 4.1.1 The Northern Ireland Ambulance Service

4.1.1.1 The Northern Ireland Ambulance Service shall be responsible for determining the types of incidents to which the organisations community first responders shall be alerted and for devising and delivering their initial training and six-monthly refresher training.

4.1.1.2 The Northern Ireland Ambulance Service shall be responsible for identifying and alerting the organisations community first responders to incidents within their agreed remit via a smart phone mobile application.

4.1.1.3 The Northern Ireland Ambulance Service shall be responsible for dispatching an ambulance response to such incidents, simultaneously with the community first responder.

4.1.1.4 The Northern Ireland Ambulance Service shall be responsible for collection and collation of patient information recorded on the community first responder patient report form for auditing purpose.

4.1.1.5 The Northern Ireland Ambulance Service shall assist the management committee in providing support for the organisations community first responders by affording them access to the services peer support scheme.

### 4.1.2 Avonmore Training Solutions Ltd

4.1.2.1 Avonmore Training Solutions Ltd shall be responsible for providing information to potential volunteers through an initial induction ensuring the criteria required to become a community first responder is maintained.

4.1.2.2 Avonmore Training Solutions Ltd shall be responsible for the recruitment of the volunteers including the provision of application forms and the vetting process with Access NI.

4.1.2.3 Avonmore Training Solutions Ltd shall be responsible for providing support to the community first responder group and act as the liaison between the organisations.

## 5. Management Committee

5.1 The management of the organisation shall be vested in a management committee comprising a Chairperson , a Scheme Coordinator, a Treasurer, and any other persons the current management committee deem to be necessary for the effective running of the organisation.

5.2 The management shall be responsible for the day-to-day operation of the community first responder scheme in all matters other than those within the respective purviews of the Norther Ireland Ambulance Service and Avonmore Training Solutions Ltd , including the following:

5.2.1 Promoting Mid Down and Lisburn District Community First Responders scheme with local population, local business, and elected representatives.

5.2.2 Raising funds for the purpose of defibrillators and response kits.

5.2.3 Identifying the number of volunteers needed to provide responsive cover across the map and around the clock

5.2.4 Advising our key partners as the need arises for additional recruitment or training of volunteers.

5.2.5 Providing guiding and support to community first responders in the performance of their demanding and sometimes stressful roles.

5.2.6 Providing monthly training events for community first responders, in keeping with the standard set out by the Northern Ireland Ambulance Service.

5.2.7 Providing timely supply and replenishment of equipment involved in the scheme.

5.3 The names and addresses of those persons on the committee shall be entered in the organisation's records

## 6. Office-bearers / Trustees

6.1 The office -bearers of the organisation shall be the Chairperson, the scheme coordinator, the Secretary, and the Treasurer.

**DISQUALIFICATION AND REMOVAL OF TRUSTEES**

A trustee must cease to hold office if he or she:

(1) is disqualified from acting as a trustee by virtue of section 86 of the Charities Act (Northern Ireland) 2008 (or any statutory re-enactment or modification of that provision);

(2) ceases to be a member of the charity named (Mid Down & Lisburn District CFR)

(3) in the written opinion, given to the trustees, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a charity trustee and may remain so for more than three months;

(4) resigns as a trustee by notice to the charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or

(5) is absent without the permission of the trustees from all their meetings held within a period of six consecutive months and the trustees resolve that his or her office be vacated.

## 7. Proceedings of the management committee

7.1 The management committee shall meet at least once per month and otherwise shall regulate its own proceedings.

## 8. Annual General Meeting

8.1 There shall be an annual general meeting of the members of the organisation which shall be held in the month of April each year, or as soon as practicable afterwards.

8.2 The principal business to be conducted will be to receive reports of the office-bearers of the organisation and the published accounts of the financial year.

8.3 The office-bearers may report orally to the meeting, but the treasurer shall prepare and lay before the meeting accounts prepared in accordance with current legislation.

## 9. Holding Trustees

9.1 The organisation does not propose to hold land or buildings and, therefore, will not require holding trustees.

## 10. Investments

10.1 Money requiring investment shall be invested by the management committee in any of the investments for the time being authorised for the management of trust funds and in accordance with such wider powers, if any, as may be lawfully adopted by the management committee.

10.2 The management committee shall have the investments held in the name of the organisation, always holding those investments under the direction of the management committee.

## 11. Money

11.1 All money received by or on behalf of the organisation shall be the responsibility of the Treasurer.

11.2 The treasurer shall open a bank account as approved by the management committee.

11.3 Cheques shall be signed by no less than two persons as authorised by the management committee, with a minimum of three persons being authorised.

11.4 The treasurer shall keep proper account books and each year prepare accounts for the twelve months up to the end of March or such month or other period as the management committee may direct.

11.5 The treasurer shall provide copies of the accounts and the investments, whatever their source, shall be used for furthering the objectives of the organisation and no other purpose.

## 12. Use of money

12.1 The money of the organisation and its investments , whatever their source, shall be used for furthering the objectives of the organisation and no other purpose.

## 13. Use of money

13.1 No members of the management committee shall be liable for any loss to the organisation arising by reason of any improper investment made in good faith *(so long as she / he shall have sought professional advice before making such investments)* or for the negligence or fraud of any agent employed by her / him in good faith (providing the member shall have exercise reasonable supervision) or by reason of any mistake or omission made by her/him or any other member of the management committee while acting in good faith, or by reason of any matter or thing other than wilful or intentional fraud, wrongdoing omission on the part of the member of the management committee who is sought to be made liable.

## 14. Recognised as a Charity

14.1 The organisation shall, through the management committee, seek the approval of the Charity Commission of Northern Ireland and Inland Revenue to enable the organisation to be a charity and to be entered on the list of those kept and published by the Charity Commission for Northern Ireland and Inland Revenue.

14.2 To that end, the management committee shall seek to ensure that any changes made at any time to these provisions governing the organisation are such as may be approved by the Charity Commission for Northern Ireland.

14.3 The management committee shall have a duty to ensure that it gives in details in writing as soon as possible to the Charity Commission for Northern Ireland and Inland Revenue of any changes of the name of the organisation, of the name and address of the office-bearer's who deals with the Charity Commission for Northern Ireland and Inland Revenue and of any changes, or provisions added to these provisions.

## 15. Alteration of Provisions

15.1 These provisions governing the organisation shall not be altered by the management committee without the prior special approval of the organisation

15.2 The special approval may be given by the organisation only after the proposed changes has been announced to the organisation when calling the meeting, put before the meeting in writing and approval by a majority amounting to at least two thirds of the members present at the voting meeting.

## 16. Dissolution

16.1 The organisation may be dissolved by a resolution passed by the majority of at least three fourths of the number of organisation members present and voting at a special meeting convened for the purpose of which twenty-one days written notice shall have been given by the organisation chairperson to each of the members.

16.2 Accidental omission of such notice to one or two members shall not render the meeting in complete or resolution invalid.

16.3 If upon such dissolution there shall remain, after the satisfaction of all proper debt and liabilities, any assets whatsoever, the same shall be transferred to whatsoever organisation the management committee should decide. Such organisations shall hold and apply the same for such charitable purpose as, if possible, are in accordance with the aims and objectives of the organisation.

## 17. Acceptance

17.1 These provisions governing the organisation shall come into effect and shall be held to have taken effect when adopted by resolution made by a majority, amounting to at least two thirds of the members present and voting at the meeting as provided below.

17.2 The note below of the date of the meeting and signing of these provisions by officer-bearers shall be taken as evidence that all these things have been done and that accordingly these are now the provisions governing the organisation named above.

**Date of meeting:**

**Chairperson**

Lynda Donaldson

Signed: L Donaldson. 9/2/23

**Scheme Coordinator**

Graham Walsh

Signed: Graham Walsh. 9/2/23.

**Treasurer**

Brian Allen

Signed: Brian Allen 9/2/23.

**Secretary**

Clare Doyle

Signed: C. Doyle 9/2/23