

## **VOTING CHECKLIST**

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**Before you cast your vote use this checklist to think about who has what it takes to be an effective member of the Management Group.**

- **Who is willing to work hard and give up a lot of their time?**
- **Who has good organisational skills?**
- **Who is regular in attending meetings?**
- **Who understands the needs of Castlemilk Projects in relation to transport requirements?**
- **Who is willing to take responsibility?**
- **Who is good at listening to and understanding other people and group's points of view?**
- **Who is committed to aims of Castlemilk Community Transport Limited?**

# **Castlemilk Community Transport Limited**

## **Aims and Objectives**

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- **To provide a safe, affordable and accessible minibus service.**
- **To raise awareness of minibus and passenger safety.**
- **To develop the skills of local minibus drivers to a high standard.**
- **To encourage participation in group and community activities.**
- **To ensure that community groups and projects remain well informed of transport legislation.**
- **To provide local residents with volunteering opportunities providing a bridge back to the labour market.**

## **Aims of the Management Committee**

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- 1. To make things run smoothly – listen, and think about it.**
- 2. Help with problems – offer support and advice – discuss.**
- 3. Discuss policies.**
- 4. Make decisions.**
- 5. Enforce decisions and policies – put them into practise.**
- 6. Use common sense.**
- 7. Unite the Management Committee and Staff.**

### **How**

- Identify and use group members skills;**
- Keep accurate records;**
- Share responsibility;**
- Hold regular management meetings;**
- Give clear remits to everyone involved;**
- Keep the whole group informed – Members keep themselves informed.**

## Management Committee – Code of Conduct

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The following list has been accepted by Castlemilk Community Transport Limited Management Committee as their code of conduct. Any breach of this code by members of the Management Committee will be subject to the same disciplinary procedures outlined in the project's Contract of Employment.

### Don'ts:

- Breach confidentiality.
- Acts of Physical/Emotional abuse e.g. no shouting, swearing, fighting.
- Acts of stealing/falsifying records/failing to keep proper records.
- Acts of negligence to property or equipment.
- Racist/Sexist/Sectarian/Party Politics/Crude Remarks.
- No gossip. No one in the Project should be discussed in a derogatory manner.
- No sarcasm, particularly at meetings.
- No football clubs.

### Do's:

- Members of the Management Committee should know the policy and procedures of the Project.
- Welcome newcomers to the building and include people as appropriate.
- All issues should be discussed at and any decisions made at Management Meetings.
- Treat people with respect.

## **Role of Individuals on the Management Committee**

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- **Support each other – pats on the back;**
- **Acknowledge the work being done by all staff and volunteers;**
- **Turn up on time for meetings;**
- **Trust – be open and truthful and be sensitive to other people's views;**
- **Contribute to all discussions;**
- **Seek clarification of issues – inform themselves;**
- **Stand by decisions of the Management Committee whether or not you attend the meeting;**
- **All representatives to the Management Committee should ensure issues are brought to the Management. Reports should always be given on Management Committee discussions and decisions.**

# Castlemilk Community Transport Limited Management Committee Nomination Form

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**Name of nominee:** \_\_\_\_\_

**Nominated by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Tell us why you would like to be elected onto the  
Management Committee:*

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Castlemilk Community Transport Limited Management Committee Nomination Form

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**Name of nominee:** \_\_\_\_\_

**Nominated by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Tell us why you would like to be elected onto the  
Management Committee:*

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Castlemilk Community Transport Limited Management Committee Nomination Form

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**Name of nominee:** \_\_\_\_\_

**Nominated by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Tell us why you would like to be elected onto the  
Management Committee:*

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_