



## **RESIDENT/MAINTENANCE FORUM - TERMS OF REFERENCE**

1. Membership of the Forum is open to all Solon residents and members of their families who live with them.
2. The effectiveness of the Forum will be continually reviewed.
3. To be quorate, meetings require a minimum of four members to be present. Meetings can still be held with fewer members, but will not have the authority to approve decisions.
4. All meetings will be formally chaired and minuted. Support and training for the meetings, will be provided by Solon staff.
5. The Forum will elect a Chair, if more than one person would like to chair, it will be done on a rolling programme. Training on the chairing of meetings will be available to the postholder. In the absence of a member wishing to act as Chair, the role will be undertaken by a Solon employee.
6. Training on participating in meetings will be provided for all Forum members where requested.
7. The Forum will meet four times a year.
8. Solon will take into account all matters discussed by the Forum.
9. All aspects of Solon's business will be open for discussion, except matters deemed to be confidential (eg matters relating to individual staff or tenants).
10. The Association's relationship with the Forum will not affect tenants' statutory and contracted rights to consultation.
11. All discussion by the Forum will be reported to Solon's Management Team and Tenant Participation & Equal Opportunities Working Group. All Board Members will also see the minutes.
12. Meetings will provide the opportunity for debate on housing issues, which may involve involve guest speakers and liaison with other Tenant Participation groups.
13. The Forum will decide its own training needs, subject to budget. The cost of any training will be paid from Solon's budget.
14. Whenever possible, a non-tenant Board Member will attend each meeting.
15. The Forum has the right to call a meeting at any time as long as there are four members of the Forum in agreement.
16. Forum members are expected to follow the Code of Conduct