



DRUG ACTION TEAM ASSOCIATION: TERMS OF REFERENCE

1. Title and Membership

The body shall be a voluntary association of Individual Scottish DAT Chairs, or their nominated representative, and Drug Development Officers/DAT Co-ordinators.

The name of the Association shall be the 'Drug Action Team Association'

2. Aims of the Association

The aims of the Association are to:

- provide facilities for consultation and conference on all or any matters relating to the work of DATs
- Increase and improve communication across Drug Action Teams, and between DATs and other key local and national organisations on drug policy.
- to ensure the pro-active involvement of DATs in influencing the development of new policy initiatives
- represent DATs as a body and provide a channel through which central government (including the Scottish Parliament and Scottish Executive), local authorities, COSLA and other bodies may obtain the views of the Association on major policy areas or issues of collective concern.
- to assist DATs to respond to Government initiatives and legislation related to drug issues
- enter into dialogue with other National Forums and Professional Associations, to promote and explore benefits of partnership and integrated working.

3. Meeting Cycle

There will be three normal business meetings each calendar year. In addition a special general meeting will be held in October and will include attendance by the Deputy Justice Minister, election of office bearers (if required) and a statement of DAT Association accounts.

The Association may, as circumstances dictate, establish sub-committees or working groups. The remit and membership of such sub-committees or working groups will be determined by the Association and may include bodies or individuals not in membership of the Association.

4. Office Bearers and Association Representatives

There shall be elected on a two-year cycle the positions of Chairperson and Vice-Chairperson from among the members of the Association. Both the Chairperson and Vice –Chairperson may hold office for more than two years but for no more than three. Nominations for office bearers may be made by any member of the Association. Where there is more than one nominee for any position a postal ballot will be held in which each DAT will have one vote.

As required the Association may nominate representatives to external working groups and bodies. It will be the responsibility of the nominated representative to ensure that he/she is providing a collective overview representing the interests of all DATs.

5. Finance

Resources available to support the work of the Association will be held and audited through the Scottish Executive. The financial year of the Association shall commence in line with that of the Scottish Executives.

The National Officer will be responsible for providing a position statement of Association accounts at the special annual meeting, or upon request by any Association member.

All monies available to the Association shall be applied to further the objectives of the Association and in particular to support the collective development and training needs of DATs.

The special annual meeting should agree an outline work plan for the Association and key priority areas for the allocation of funding with the exception of normal recurring expenditure*. Where possible specific requests for monies should be agreed at normal business meetings. In cases where this is not feasible the Chair can agree expenditure.

* Recurring expenditure will include National Officer's salary and all related office and administration costs.

6. Professional Support

The provision of professional support to the Association will be provided by the post of National Officer who's primary task will be to support and co-ordinate the work of the Association.