

TERMS OF REFERENCE

BOARD OF TRUSTEES – HANHAM FOLK CENTRE

Membership

As defined in the Governing Document. The Executive Committee (known as the Board of Trustees) will comprise of the Charity Trustees, Hon. Treasurer Hon. Secretary, Social Club Chairman and Holding Trustees.

Objects

The objects of the Charity are to permit the Charity to be used in perpetuity as a non-sectarian and non-party place of recreation and social intercourse under the name Hanham Folk Centre for the advantage and benefit of the inhabitants of Hanham and surrounding districts.

Main Purpose

The fundamental purpose of the Board of Trustees is the governance, rather than the day-to-day management, of the Charity. The main purpose is to:

- determine the overall direction
- provide leadership
- uphold its fiduciary responsibilities

Role

The Board's main roles are to:

- determine the charity's mission and purpose;
- guard the charity's ethos and values;
- develop and agree the charity's long-term strategic plan;
- develop and agree the charity's policies;
- ensure that all the charity's activities are within the law;
- ensure that all the charity's activities come within the charitable objectives;
- ensure accountability as required by law (Charity Commission, Inland Revenue, Customs and Excise) and to others such as donors, beneficiaries, staff, volunteers and the general public;
- ensure the charity has adequate resources;
- ensure the charity's property, assets and other resources are protected and managed effectively;
- agree the budget and monitor financial performance;
- monitor the charity's programme and services;
- review annually, the performance of the board of trustees;
- establish procedures for recruitment, support, appraisal, enumeration of staff, and for dealing with disciplinary matters;
- meet as often as necessary for the proper administration of the Charity;
- seek professional and other expert advice where necessary.

Authority

In accordance with the governing document the Charity Trustees have the power to:

- raise funds (lawfully and without permanent trading activities);
- buy, take on lease or in exchange any property and maintain and equip it;
- sell, lease or dispose of all or any part of the property of the Charity;
- borrow money and to charge all or any part of the property of the charity with repayment of the money so borrowed;
- employ or engage paid staff;
- co-operate with other charities or voluntary bodies in furtherance of the objects;
- delegate to one or more trustee the transaction of business or the performance of an act required to be transacted or performed in the execution of the trusts of the charity;
- establish or support and charitable trusts for all or any of the objects;
- power to appoint and constitute such advisory committees as the board may think fit;
- close the premises of the Charity for the purpose of repair, alterations or similar work;
- permit the premises to be used for the supply of alcoholic drinks;
- do such lawful things as are necessary for the achievement of the objects;
- resolve or establish procedures to assist the resolution of disputes within the charity;

Frequency & Duration

The Board of Trustees shall meet on the first Monday of each month at 7:30pm. Meetings will conclude by 10:30pm.

Chair

The appointed Chairman shall chair the meetings. In his absence the meeting shall appoint a chairman for the meeting, though this shall normally be the Vice-Chairman, if present.

Serviced by

The Hon. Secretary, the Hon. Treasurer, the Chairman of the Social Club and the Holding Trustees service the meeting.

Reporting Procedure

The Charity Trustees shall report annual to the Membership and the Charity Commission.

Quorum

There shall be a quorum when at least one third of the number of members of the board or three members, which ever is the greater, are present at the meeting.

Authorised by Charity Trustees on 7th January 2002.

Signed:

(Chairman)

Date:

Annex to Terms of Reference for Board of Trustees

The roles of the officers of the Charity are detailed below. In addition they deal with matters needing attention between meetings of the full board (as defined in the standing orders) and take a lead in preparing issues in readiness for the board meetings.

In addition, they act as a link between the staff and the board, represent the charity to the community, act as a recruitment panel for staff appointments, act as a disciplinary panel and a court of appeal.

Role of the Chairman

The chairman is responsible for:

- drawing up the agenda for meetings;
- planning the annual cycle of meetings;
- chairing meetings;
- leading the board in fulfilling its governance responsibilities;
- liaising with the CEO and staff;
- sitting on appointment and disciplinary panels;
- representing the Charity to the members and public;
- ensuring the decisions of the board are implemented;
- authorising activities between meetings;
- keeping the other officers informed;
- any specific tasks defined by the board and recorded in the standing orders.

Role of the Vice-Chairman

The Vice-Chairman is responsible for:

- being familiar with the work and responsibilities of the chairman;
- supporting those aspects of the chairman's task delegated to him;
- any specific tasks defined by the board and recorded in the standing orders.

Role of the Secretary

The Secretary is responsible for:

- support the chairman by ensuring smooth functioning of the board;
- making arrangements for meetings;
- preparing the agenda and circulation them and any papers;
- checking that a quorum is present;
- minuting the meeting and recording actions;
- ensuring minutes are signed by the chairman once approved;
- checking that actions have been carried out;
- circulating minutes of the AGM and general meetings;
- sitting on recruitment and disciplinary panels;
- any specific tasks defined by the board and recorded in the standing orders.

Role of the Treasurer

The Treasurer is responsible for:

- overseeing and presenting the budget, accounts and financial statements;
- being assured the financial resources of the charity meets its present and future needs;
- ensuring the charity has an appropriate reserve policy;
- preparation and presentation of financial reports to the board;
- ensuring appropriate accounting procedures are followed;
- liaising with staff on financial matters;
- advising on the financial implications of the business or strategic plan;
- ensuring the charity has an appropriate investment policy;
- ensuring there are no conflicts of interest;
- ensuring the accounts are prepared and audited;
- keeping the board and officers informed about its financial duties and responsibilities;
- contributing to the fund raising strategy;
- presenting the accounts to the AGM in an easily understood way;
- any specific tasks defined by the board and recorded in the standing orders.

The CEO (Administrator)

The Administrator is responsible for:

- implementing the decisions of the board;
- adhering to the overall business plan and strategic plan;
- liaising with the staff;
- providing advice and information to the board;
- managing the day-to-day operations of the charity.
(Full details are in the Terms of Reference for the Administrator)