

TERMS OF REFERENCE

BOARD OF TRUSTEES – HANHAM COMMUNITY CENTRE

V2.0

Membership

As defined in the Constitution. The Board of Trustees will comprise of the Charity Trustees DPS and (at the discretion and request of the Trustees) the charities administrator.

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 Constitution the CIO Charity Trustees have power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

- (a) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (b) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (c) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119, 123 of the Charities Act 2011;
- (d) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- (e) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same

manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

(f) close the premises of the Charity for the purpose of repair, alterations or other similar work for such a period as is necessary;

(g) permit the premises to be used for regulated entertainment and the sale or supply of alcohol. This shall be established and operated within the regulations concerning the sale of alcohol under the 2003 Licensing Act;

(h) to co-operate with other voluntary organisations, statutory authorities and individuals;

(i) to establish or support a local forum of representatives of community groups, voluntary organisations; statutory authorities and individuals involved in community work;

(j) to arrange and provide for, either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses, and all forms of recreational and other leisure - time activities.

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

If the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

Reporting Procedure

The Charity Trustees shall report annual to the Membership, the Charity Commission and the wider non-members (associates etc) via an annual Forum of stakeholders.

Quorum

There shall be a quorum when at least two charity trustees, or one third of the number of members (whichever is greater) of the board are present at the meeting.

Signed:



(Chairman)

K M Lawrence

Date: 7th August 2013

Signed:

D Wright

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 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)

Change Record

Date	Version	Change
Nov 01	V0.1 Draft	Initial Document
Jan 02	V1.0	Approved Version
Sept 06	V1.1	Revised to account change in licensing laws (DPS)
July 09	V1.2	Name Change
Oct 10	V1.3	Minor change in line with revised Governing Document
Aug 13	V2.0	Revised for CIO