

TERMS OF REFERENCE ST MARY'S HALL ASSOCIATION

1. The Association is managed by an Administrative Team (hereafter referred to as “the team”).

There will be a minimum of 4 and a maximum of 7 team members.

Quorum will be 3 of four or five, 4 of six, or 5 of seven.

Each team member shares equal authority.

All decisions about the running of the Association will be taken by the team by simple majority (i.e. over 50%).

In the event that the team is unable to agree with a majority on any matter, or that expenditure in excess of £3000 on a single item is needed, this will be put to the membership for their vote. Such a vote may be sought via electronic means if convenient and a majority of responses will constitute approval.

The vote will be time limited to one month from circulation to prevent delay in operation of the Association.

2. The team will consist of a Manager, Finance Officer, Facebook Administrator, Website Administrator and up to three team members.

Each team member role will be reviewed every three years and provided that the member and the team are happy then it would be extended for a further three year period.

2021 team meeting will be the next review.

3. Their roles are:

a. Manager

*To manage the Association database in accordance with UK Data Protection legislation. To keep it updated and to liaise quarterly with the Website Administrator to ensure the website copy is up to date.

*To be the nominated Data Protection Officer.

*Liaise with other team members as necessary.

*With the agreement of the Team, manage, supervise or delete the presence of such additional services to members as LinkedIn, Instagram (etc.) as may be initiated by Team members or co-opted members.

*Call meetings of the team or the Association as necessary.

*To handle any correspondence as may be required. More than one member may share this role.

b. Finance Officer

*To keep a financial record of the Association's accounts in electronic spreadsheet and to reconcile these with the bank statements at least quarterly.

* To log on to the Bank Account at least fortnightly to ensure no unauthorised transactions have taken place.

*To circulate a reconciled record of Income and Expenditure to the team members in Excel spreadsheet or agreed equivalent, by 15th of each month and on sending for independent examination which should be no later than end January each year.

*To produce an Income and Expenditure account and Balance Sheet to 31 December each year. These are to be circulated to the team for confirmation that they are in agreement then independently examined by a suitably qualified third party. Following this they will be placed on the website for members' review. Members on social media will be notified of this, as will those who have asked for e-mail updates of such matters. This should be achieved by 14th April each year.

Members will be given until 30th September each year to raise any queries or objections and failing these, the accounts for the previous year will be considered to have been formally adopted.

*To bank any cheques received and pay any expenses incurred.

* As an assurance a named Team Member is to be an alternate (second) signatory on the account but as all payments are made by internet banking there is no necessity of having "2 of 2" to sign. A third signatory may also be in place in case of inability to function in their role of both primary and secondary signatories.

* To notify by email the various Team Members when a payment is requested of from £0.01 to £750 and to retain the acknowledgements of their agreement for these payments. (See item 7)

* To notify by email the full team when a payment is to be made of £751-£3000 and retain the acknowledgements of their agreement for these payments. (See item 7)

* For expenditure of over £3001 the approval of Members at a General Meeting or by vote must be sought. (See item 7)

*To keep all receipts and invoices for six years.

d. Facebook Administrator

*Manage the Association's Facebook pages/presence, working with the Website Administrator.

*To arrange the forum in which the team can meet virtually if required. (This may be undertaken by either [d] or [e])

*More than one member may share this role.

e. Website Administrator

*To run the 100 Club in the absence of a Team member able to act as 100 Club Administrator.

*Proactively update the website on a regular basis, working with the support, if required, of the Manager.

*To arrange the forum in which the team can meet virtually if required. (This may be undertaken by either [d] or [e])

*More than one member may share this role.

f. Team Member(s)

*To assist the team where necessary to maintain cover in all areas, undertaking specific tasks as determined by the Team as a whole. Team members will also operate such tasks as sales of memorabilia, additional social media presence and any roles developed over time. The Team Guide will reflect this, in detail.

NOTE that with the exception of such tasks as are clearly role specific (e.g. Finance) Teams may allocate tasks differently so that, for instance, the 100 Club may not always be administered by the Website Administrator, or the Database by the Manager. However the tasks listed above must always be allocated to a specific member or shared between more than one, where stated. As per 100 Club, above, tasks allocated in this manner will be listed in the Team Guide lodged with the ToR on the website.

4. The team will meet at least once a year either in person or via a mutually agreeable 'virtual' form such as web conferencing. All other communications between team members will be by email and every team member should be copied in to communications between other team members.

5. The team will convene at least every two years, starting from the date of the General Meeting on 17/09/2016, in person or virtually specifically to review the Terms of Reference and consider any amendments/improvements which the Team or Association members feel should be made. These can then be put to the members either by a General Meeting or by email/mail communication (to be decided by the team). Should roles have to change in the interim for circumstances beyond our control, these will be dealt with at the next review.

6. Facebook (Virtual Common Room)

Any posts made by members on the VCR that the Website Administrator feels would be of interest to the Association as a whole, may be reproduced on the website. A notice to this effect appears in the VCR.

7. Expenditure

The team will be responsible for determining all expenditure of the Association.

Excluding 100 club and website renewal fees, both of which are deemed to be approved, expenditure of (from £0.01) to £750 must be pre-approved by the Finance Officer with the agreement of two other Team Members, neither of whom is requesting reimbursement.

Expenditure of between £751 and £3000 must be pre-approved by the whole team. Any other expenditure in excess of £3001 will be first approved by the Members at a General Meeting or by vote as outlined in item 1.

8. Winding Up

If the team consider that the continuation of the SMHA has become unviable, for financial or practical reasons, and believe that the Association should be wound up, this decision will be put to the membership for voting or for proposing alternative routes forward. If the membership votes by simple majority that the Association should be wound up, the team will proceed to do this. The members will also be entitled to vote as to how any surplus funds will be distributed whether to a charity, charities or other body.

March 2020

Agreed at Team meeting, *March 2020*, by Penny Harrison, Team Manager, Sian Spencer, Finance Officer, Lis Eastham, Website Administrator, and Jan Johnson, Team Member.