



## TERMS OF REFERENCE: MANAGEMENT COMMITTEE

*(revised June 2011)*

To some extent, you will find that the terms for this committee are already set out in the club rules or in the case of a limited company the articles of association. For expediency we have called this committee the **Management Committee** but its name will vary from club to club. It could be called the General Committee, if the club is a limited company then it will be the Board of Directors, etc. Whatever it is called the purpose of it will be more or less the same. It must be borne in mind that, in the case of a limited company, the Directors will be subject to the Companies Act and the Secretary/Manager is well advised to have a copy available in the office.

### General

The size of this committee will be set out in the club rules; any change to reduce the size will need a General Meeting of the Club to pass a Special Resolution. Ideally the numbers should be between five and ten. The Chairman should be separate from the Captain so as to have some continuity as at most clubs the Captain only serves for one year.

Ideally this committee should consist of the following:

- ✎ Club Chairman
- ✎ Captain
- ✎ Vice Captain
- ✎ Hon. Treasurer or Finance Chairman
- ✎ Two members representing the Green Social and House Committees.

This would give a Management Committee of ten members.

### Meetings

The number of meetings held in the year will vary from club to club. If possible get away from the monthly meeting syndrome and try to work at holding meetings at say six or eight week intervals. Remember if the situation arises you can always call an extra meeting to deal with a specific item. It is also better to state that one meeting of this committee will be held each year to fix charges and approve budgets and this will be the only subject of that meeting.

## Main Function

This should be more or less straightforward, that is to manage the club in a satisfactory manner.

However you should include the following items:

- ⌘ Approve annual budgets, set subscriptions and other charges as required.
- ⌘ Make decisions based on receiving recommendations from Sub-Committees.
- ⌘ Delegating authority for action based on these decisions.
- ⌘ When necessary appointing Sub-Committees for specific purposes.
- ⌘ Authorising expenditure not included in annual budgets and above agreed spending limits.
- ⌘ Authorising all Capital Expenditure.
- ⌘ All overdrafts and other borrowing by the club must only be authorised by this committee.
- ⌘ Authorising the signatures on Bank Mandates and other documents.

## Legal

To ensure that the Club complies with the necessary legislation with special emphasis on the following:

- ⌘ Corporation tax
- ⌘ Employment Laws
- ⌘ PAYE/NI
- ⌘ Health & Safety
- ⌘ COSSH
- ⌘ Licensing Laws
- ⌘ Gaming Machine Laws
- ⌘ Data Protection
- ⌘ Any other laws that might affect the club.

All members of the committee should be made aware of their responsibilities, if any, with regards to these items.

## Staff

Responsible for the appointment of all club staff whether employed by the club or self-employed but the committee may delegate some of these powers to the appropriate Sub-Committee.

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