

**EXECUTIVE COMMITTEE**

**Terms of Reference**

**Aims:**

- The Executive Committee is responsible for controlling the governance of The Trust; in accordance with the best practice governance;
- to accept ultimate responsibility for directing the affairs of The Trust;
- to expend the funds of The Trust in such a manner as they shall consider most beneficial for the achievement of the objects and to invest in the name of The Trust such part of the funds as they may see fit and to direct the management of any such investments and to expend the proceeds of any such sale in efficient furtherance of the objects of The Trust;
- to deliver its charitable outcomes for which it has been set up.

**Objectives:**

- to set policies within the charitable objectives;
- to approve, monitor and review a strategic plan;
- to agree the business plan, including the annual budget, and monitor and review programmes;
- to set membership fees;
- to approve appointments and grants;
- to review risks and agree action to address or mitigate them;
- to ensure co-ordination between Committees and Team programmes;
- to approve promotional activities, publicity and fundraising.

**The Committee:**

- shall be chaired by either the Chairman of The Trust or the Vice Chairman;
- shall consist of the Trustees with the Administrator in attendance;
- in the unavoidable absence of the a Team Chairman, another member of that Team should be appointed to act as the Team's representative (but without voting rights);
- the Committee shall include representatives of the Hampshire County Council, together with such others as the Committee invite to attend from time to time;
- shall receive reports from the Chairman, Financial Committee and each of the Teams as presented in both written form before the Committee Meeting, together with the availability of the Team Chairmen (or other representative) to answer any questions at the subsequent meeting;
- shall normally meet at least 4 times a year and, in particular, in sufficient time before the Annual General Meeting of The Trust to agree the Financial Report;
- the President and Vice-Presidents may attend, but they shall have no voting rights;
- decisions will normally be agreed by consensus, but when this is not possible the Trustees will vote, and if necessary the Chairman will have a casting vote.

**Role of the Chairman:**

- to ensure The Trust is conducted in accordance with its Constitution, Trust policies and procedures and the guidance as appropriate of the Charity Commission;
- to lead The Trust in devising and communicating a long term-strategic direction that will deliver its charitable objects;
- to ensure that the activities of The Trust deliver its charitable objects and that funding is available for that purpose;
- to promote and represent The Trust in its relationships with the public, private and not-for-profit organisations, and other organisations approved by the Trustees, and ensure that the appropriate persons within The Trust are aware of those relationships;
- to demonstrate leadership in managing the largely volunteer teams that deliver The Trust's objects;
- to disseminate significant information in between meetings.

**Chairman's Job Description:**

- to act as Chairman of the Executive Committee, provide a written report and lead its work programme, ensuring coordination between working Committees and Team programmes;
- to manage the drafting, consultation and implementation of a strategic plan and policies for The Trust that will ensure its long-term financial viability and ability to fund its charitable objects;
- to oversee the work and finances of The Trust, ensuring accountability and be responsible for ensuring an appropriate ratio of running costs to grant giving, in consultation with the Honorary Treasurer;
- to maintain effective communication with the various working teams of The Trust, build consensus and be aware of issues arising by, for example, attending at least one meeting of each team annually;
- to manage The Trust Administrator and any other staff, paid or voluntary, by agreeing and monitoring task objectives and providing feedback;
- to be responsible for staff and consultant appointments, letting of contracts and other staffing and commercial matters as they may arise.

**Role of the Vice Chairman:**

- to assist the Chairman in performing the latter's duties and responsibilities. In particular, if the Chairman is absent and the normal functions of the Chairman cannot be carried out, the Vice Chairman will take the role as the acting Chairman until the Chairman resumes carrying out his/her normal duties or a new Chairman has been elected and appointed by the Trustees.