

## **OXFORD BRIDGE CLUB CIO**

### **Trustee Procedures and Committee Terms of Reference**

#### Contents List

- Trustee Procedures
- Committee Procedures
- BC     Bridge Committee
- CC     Conduct Committee
- DC     Disciplinary Committee
- EC     Education Committee
- LC     Law and Ethics Committee
- MC     Membership and Communications Committee
- OC     Operations Committee
- PC     Premises Committee
- TC     Teams Committee
- SC     Social Committee



# OXFORD BRIDGE CLUB CIO

## Trustee Procedures

### 1. Principles of Operation

Whilst the Trustees of Oxford Bridge Club CIO choose to delegate some operational matters to committees, certain operational responsibilities remain with the Trustees directly as laid out in this document.

### 2. General

The Trustees are governed by the OBC CIO Constitution and the OBC CIO Article of Association. In laying out certain responsibilities in this document, the governing documents shall take precedence.

### 3. Committees

Certain responsibilities of the club are delegated to committees. These arrangements are documented in a document entitled "Committee Procedures". Some of these arrangements relate to the appointment of members to roles of responsibility in the general operational running of the club, documents for which the committee is responsible and to a checklist of milestones through the year for the purpose of the smooth running of the club.

For completeness from this perspective of the club's operation the rest of this document explains similar arrangements which are decided by full meetings of the Trustees.

### 4. Appointments

The appointment of members to roles of responsibility within the club will be made at full meetings of the Trustees. Normally such appointments will be made at the first meeting after the AGM each year.

- Minutes Secretary
- Cashier
- Health and Safety Manager
- Child Protection Officer
- Diary Manager

The Secretary shall keep a record of the membership of each committee for review by the Trustees at any meeting.

## 6. Documents

The Trustees make orderly arrangements for the operation of the club in a number of documents including but not limited to:

- Club Rules
- Trustee Register
- Committee Procedures
- Terms of Reference for each Committee
- Annual Report
- Annual Accounts
- Club Information Leaflet
- Agreement with OBL
- Agreement with OBA
- Hiring contract/booking form
- Licence to sell alcohol

General Meetings of the club approve any changes to:

- Constitution
- Articles of Association

## 7. Dates

The Trustees will normally operate to an annual timetable that includes at least the following items:

- mid June Draft annual report for start-April to end March completed
- mid June Draft audited accounts completed
- end June AGM held
- end June Appointment proposals complete
- end August Trustee Annual Report submitted to the Charity Commission
- end August Annual Accounts submitted to the Charity Commission
- end Sept Publish Club Information Leaflet

The Trustees will normally meet at least four times per year.

# OXFORD BRIDGE CLUB CIO

## Committee Procedures

### 1. Principles of Operation

The Trustees of Oxford Bridge Club CIO choose to delegate some operational matters to committees under the procedures in this document.

Whilst individual Officers have areas of responsibility where they exercise discretion, we expect that they will carry with them the majority of the relevant committee members in any controversial decisions.

### 2. Committee structure

The Trustees delegate certain defined operational activities of the club to the following committees:

<b>Abbrev.</b>	<b>Name</b>	<b>Responsible Trustee</b>
BC	Bridge Committee	Tournament Secretary
CC	Conduct Committee	Conduct Officer
DC	Disciplinary Committee	[Trustee appointment]
EC	Education Committee	Education Officer
LC	Law and Ethics Committee	Chief Tournament Director
MC	Membership and Communications Committee	Membership Secretary
OC	Operations Committee	[Trustee appointment]
PC	Premises Committee	Premises Officer
TC	Teams Committee	[Trustee appointment]
SC	Social Committee	Social Secretary

Each committee shall:

- have a Trustee as one of its members
- operate in compliance with Paragraph 24 of the OBC CIO Constitution
- operate in compliance with sections 9.8, 9.9 and 9.10 of the OBC Articles of Association club constitution
- operate according to its “Terms of Reference” and the procedures described in this document.

### 3. Committee procedures

The responsible Trustee for each committee shall ensure that the following responsibilities are assigned:

- “chair” – to chair each meeting
- “administrator” – to schedule meetings, to publish an agenda for each meeting, to circulate the agenda to all committee members at least seven days before each meeting (except in the case of extra meetings convened at short notice for reasons of urgency) and to make any agreed changes to documents for which the committee is responsible
- “minute taker” – to record the attendance, minutes and decisions of each meeting

The responsible Trustee shall ensure that meetings are scheduled according to the requirements of the club and of the Trustees.

Voting at a committee meeting is by simple majority. The chair of the meeting has a casting vote if voting is tied.

Where possible, each agenda item will be supported by a document explaining the issue to be discussed, in order to enable committee members to acquaint themselves with the issues before the meeting.

Each meeting shall be minuted and when the minutes are agreed by the committee, these should be signed by the chair of the meeting.

No decision of a committee is regarded as final until the minutes and other changed documents have been lodged with the Secretary.

#### 4. Committee Membership

At the first Trustee Meeting after the AGM each year, the chair designate of each Committee will propose members of the committee after consulting with the chair and members of the committee from the previous year.

Members of committees are appointed by the Trustees.

The Secretary will keep a record of the membership of each committee for review by the Trustees at any meeting.

The responsible Trustee may ask a Trustee meeting to make changes in membership of a committee during the year.

Further committee members may be co-opted by a committee from the members of the club during the year but such committee members shall not have voting rights until confirmed by a Trustee Meeting.

#### 5. Terms of Reference

The Secretary shall maintain records of the terms of reference of each Committee as approved by the Trustees and provide these to members of such committees on request.

The terms of reference of each committee will be laid out in a document that covers the following areas:

- Areas of responsibility
- Any documents for which the committee is responsible together with an outline description. (The latest approved version of any document must be lodged with the Secretary)
- Any posts of responsibility for which the committee is responsible and on which the club depends for its smooth running. (Holders of such posts should normally serve for no more than three consecutive years, unless no other volunteers come forward.)
- A list of key dates and events in the responsibility of the committee including a general statement about the frequency of its meetings

#### 6. Annual report

Each committee shall write a report covering the 12 month period to the end of March each year. This report should be lodged with the Secretary by the last day of April.

## Oxford Bridge Club CIO

### Terms of Reference for the Bridge Committee

The Trustees of OBC CIO delegate selected responsibilities to committees. This document defines the responsibilities of the Bridge Committee. It should be read in conjunction with the current version of the Trustees' document "Committee Procedures".

#### *Formation and Operation*

- The responsible Trustee for the Committee will be the Tournament Secretary or, if that Officer is not a Trustee, then another Trustee agreed at a meeting of Trustees.
- Members of the Bridge Committee are appointed annually at a Trustee meeting after the AGM each year to serve until the next such meeting. The Tournament Secretary is responsible for making the initial proposals of names to be considered.
- The Tournament Secretary is responsible for ensuring the orderly operation of the committee and arranging that:
  - suitable dates are scheduled for meetings
  - an agenda and any papers are circulated to members of the sub-committee ahead of time
  - any meeting is chaired and that adequate minutes are taken
  - all minutes and reports are delivered to the Secretary of the Trustees

Any or all of these responsibilities may be delegated to another member of the committee

- The quorum for a meeting is 3. When a vote is taken a simple majority is sufficient to take a decision. The chair of the meeting has a casting vote if voting is tied.
- In the event that the committee is aware that the responsible Trustee has either already served for three consecutive years or has indicated their intention to stand down at the next AGM, then the committee should seek to identify a candidate or candidates to stand for election at the AGM. In addition, if a holder of one of the positions of responsibility that the committee is responsible for is in a similar position, then the committee should seek to identify a candidate or candidates to make themselves available to be appointed at the next formal opportunity.

#### *Area of responsibility*

- Operation of each club session including the scheduling of Directors and Scorers
- Provision of pre-dealt hands for sessions and matches where they are required
- Amendment of the Competition Bylaws
- Amendment of the Playing Guidelines, Scoring Guidelines and Session Guidelines
- Deciding the competition calendar within the constraints of available facilities
- Introduction of new ladders
- Arranging training for scorers and dealers
- Ensuring the availability at the club of the equipment and consumables needed to play bridge sessions
- Approving purchase of like-for-like equipment replacements
- Maintenance of all bridge related information on the club website
- Updating the Honour Boards at the club
- Publicity and bookings for club competitions
- Liaising with the Daytime Members representative and the Rubber Bridge representative
- Making recommendations to the Trustees in relation to the following items:
  - Introduction of new competitions
  - Introduction and review of any host system
  - Major new purchases of bridge equipment

- Requirements for additional IT support
- Requirements for additional support from the Premises Committee
- Requirements for additional support from the Law and Ethics Committee

### *Appointments*

- The Committee shall be responsible for filling the following posts of responsibility within the club:
  - Daytime Members Representative
  - Rubber Bridge Representative
  - Chief Scorer
  - Bridge Materials
  - Dealing coordinator
  - Hosts coordinator
- Recommended names for these posts should normally be submitted to the Trustees in time for their first meeting after the AGM each year

### *Documents*

- The Committee shall be responsible for revising and publishing the following documents that are part of the club's regular operation:
  - Playing Guidelines
  - Scoring Guidelines
  - Session Guidelines
  - Competition Bylaws
  - Honour Boards records
  - Forthcoming events list
  - Reference Binder Vol. 2 - Information for Players (in the Director's cabinet)

### *Dates*

- The Committee is charged with meeting the following milestones during the year:
  - end April      Annual report for start-April to end March submitted
  - end June      Appointment proposals complete
  - mid August    Finalise Forthcoming Events list for year
  - end Sept      Updated Honour boards for previous season
- It is expected that the Committee will generally meet at least four times per year

### *Detailed planning calendar*

This is provided as an aide-memoire for the Bridge Committee.

- June-July      Plan events calendar for the following year, including dates and entry fees. Publish calendar on the web site. Produce planning calendar, with dates for entry for county and national events. Check EBU diary & OBA web site for relevant event entry procedures.
- August-September    Enter EBU autumn simultaneous pairs. Arrange county pairs heat. Organise and publicise Rose Bowl. Publicise Meltzer Trophy and organise entries and draw.
- October      Enter Children in Need simultaneous pairs.
- November-December    Enter EBU winter simultaneous pairs. Organise heat of National Pairs.
- January      Organise and publicise Beck Salver and Winnie Ling Trophy. Send off results of National Pairs heat. [Organise National Newcomers Pairs, if any.]
- February      Organise and publicise Individual and Morrie Marsh Trophies. Enter EBU spring simultaneous pairs.
- April      Enter English simultaneous pairs. In collaboration with Club TD, prepare list of trophy- and prize-winners for AGM, and retrieve trophies for presentation.



## Oxford Bridge Club CIO

### Terms of Reference for the Conduct Committee

The Trustees of OBC CIO delegate selected responsibilities to committees. This document defines the responsibilities of the Conduct Committee. It should be read in conjunction with the current version of the Trustees' document "Committee Procedures".

#### *Formation and Operation*

- The responsible Trustee for the Committee will be the Conduct Officer or, if that Officer is not a Trustee, then another Trustee agreed at a meeting of Trustees.
  - A Conduct Panel, formed from willing members, is appointed at the first Trustee meeting after the AGM each year to serve until the next such meeting.
  - The Conduct Committee must be convened when a complaint is referred by the Chairman or the Secretary of the club. The Chair of the Conduct Committee will co-opt at least two and no more than four other members from the Conduct Panel to form the committee in such a way that those co-opted have no involvement in any incident to be considered.
  - The Chair of the Conduct Committee is responsible for ensuring the orderly operation of the committee in compliance with Schedule A of the Articles of Association:
    - any meeting is chaired and that adequate minutes are taken
    - that copies of all decisions are sent to the Chairman, Secretary and Treasurer
- Any or all of these responsibilities may be delegated to another member of the committee
- The quorum for a meeting is 3. When a vote is taken a simple majority is sufficient to take a decision. The chair of the meeting has a casting vote if voting is tied.
  - In the event that the committee is aware that the responsible Trustee has either already served for three consecutive years or has indicated their intention to stand down at the next AGM, then the committee should seek to identify a candidate or candidates to stand for election at the AGM. In addition, if a holder of one of the positions of responsibility that the committee is responsible for is in a similar position, then the committee should seek to identify a candidate or candidates to make themselves available to be appointed at the next formal opportunity.

#### *Area of responsibility*

- Investigating complaints against members and visitors and communicating the results of the investigation to them
- Determining whether a disciplinary offence should be referred to the Disciplinary Committee
- All matters relating to the Conduct process as described in Schedule A of the constitution

The Trustees also charge the Conduct Committee with the task of making recommendations on the following matters and reporting their recommendations to the Management Committee.

- Any changes to the way sessions are run at the club in relation to the conduct of individuals
- Any changes that would assist the club in avoiding situations in the future in areas similar to or related to those considered by the committee in examining complaints

#### *Appointments*

- The Committee shall be responsible for nominating members of the Conduct Panel in such a way that a sufficient number of members are available to consider properly any complaints that are referred to it.
- The conduct panel should also be maintained at such a size that for any complaint made there are a sufficient number of panel members available to serve on any Disciplinary Committee that might be

formed to consider a case and that such members have not had any involvement in the Conduct committee's consideration of the same case.

*Documents*

- None

*Dates*

- The Committee is charged with meeting the following milestones during the year:
  - end April      Annual report for start-April to end March submitted
  - end June      Appointment proposals complete

## Oxford Bridge Club CIO

### Terms of reference for the Disciplinary Committee

The Trustees of OBC CIO delegate selected responsibilities to committees. This document defines the responsibilities of the Disciplinary Committee. It should be read in conjunction with the current version of the Trustees' document "Committee Procedures".

#### *Formation and Operation*

- The Chair of the Disciplinary Committee is appointed by the Trustees when a complaint is referred to the Disciplinary Committee by the Conduct Committee.
- The person selected as Chair: must be a Trustee or a panel member drawn from the Conduct Panel; cannot be one of those involved in the Conduct Committee's consideration of the same complaint; must have no involvement in the original complaint to be considered.
- Arrangements for the Conduct Panel are made by the Conduct Committee.
- The Disciplinary Committee must be convened when a complaint is referred to it by the Conduct Committee of the club. The Chair of the Disciplinary Committee will co-opt at least two and no more than four other members of the club (who are either Trustees or from the Conduct Panel) to form the committee in such a way that those co-opted had no involvement in any incident to be considered nor had any involvement in the Conduct Committee's consideration of the same incident. At least one of the members of the Disciplinary Committee shall be a Trustee.
- The Chair of the Disciplinary Committee is responsible for ensuring the orderly operation of the committee in compliance with Schedule A of the Articles of Association:
  - any meeting is chaired and that adequate minutes are taken
  - that copies of all decisions are sent to the Chairman, Secretary, Treasurer and to the Chair of the Conduct Committee
- The quorum for a meeting and the decision process are defined in Schedule A of the Articles of Association

#### *Area of responsibility*

- determining sanctions for offences admitted by the defendant
- hearing charges of offences and determining whether those charges are proved and if proved, determining the sanction imposed
- all matters relating to the Disciplinary process as described in Schedule A of the constitution
- any changes that would assist the club in avoiding situations in the future in areas similar to or related to those considered by the committee in examining the history of any particular complaint

*Appointments*

- None

*Documents*

- None

*Dates*

- None

## Oxford Bridge Club CIO

### Terms of reference for the Education Committee

The Trustees of OBC CIO delegate selected responsibilities to committees. This document defines the responsibilities of the Education Committee. It should be read in conjunction with the current version of the Trustees' document "Committee Procedures".

#### *Formation and Operation*

- The responsible Trustee for the Committee will be the Education Officer or, if that Officer is not a Trustee, then another Trustee agreed at a meeting of Trustees.
- Members of the Education Committee are appointed annually at a Trustee meeting after the AGM each year to serve until the next such meeting. The Education Officer is responsible for making the initial proposals of names to be considered.
- The Education Officer is responsible for ensuring the orderly operation of the committee and arranging that:
  - suitable dates are scheduled for meetings
  - an agenda and any papers are circulated to members of the sub-committee ahead of time
  - any meeting is chaired and that adequate minutes are taken
  - all minutes and reports are delivered to the Secretary of the Trustees

Any or all of these responsibilities may be delegated to another member of the committee

- The quorum for a meeting is 3. When a vote is taken a simple majority is sufficient to take a decision. The chair of the meeting has a casting vote if voting is tied.
- In the event that the committee is aware that the responsible Trustee has either already served for three consecutive years or has indicated their intention to stand down at the next AGM, then the committee should seek to identify a candidate or candidates to stand for election at the AGM. In addition, if a holder of one of the positions of responsibility that the committee is responsible for is in a similar position, then the committee should seek to identify a candidate or candidates to make themselves available to be appointed at the next formal opportunity.

#### *Area of responsibility*

- The club's relationship with OBL
- The negotiation of contracts and detailed arrangements with OBL
- Managing OBC's commitments to OBL and their's to OBC
- Periodic reviews of the club's relationship with OBL
- Maintenance of all training and education related information on the club website
- Negotiating one off provision of training to club members outside the agreement with OBL
- The development and maintenance of an education strategy for the club
- Liaising with OBA on education matters
- Promoting educational events and materials to the beneficiaries of the club
- Making recommendations to the Bridge Committee in relation to the educational aspects of any sessions

### *Appointments*

- none

### *Documents*

- The Committee shall be responsible for revising and publishing the following documents that are part of the club's regular operation:
  - OBC Education Strategy

### *Dates*

- The Committee is charged with meeting the following milestones during the year:
  - end April      Annual report for start-April to end March submitted
- It is expected that the Committee will generally meet at least once per term

## Oxford Bridge Club CIO

### Terms of reference for the Law and Ethics Committee

The Trustees of OBC CIO delegate selected responsibilities to committees. This document defines the responsibilities of the Law and Ethics Committee. It should be read in conjunction with the current version of the Trustees' document "Committee Procedures".

Purpose: to ensure that bridge at the club is played in accordance with the Rules of the English Bridge Union, and to facilitate this by encouraging a high standard of directing and the use of fair movements.

#### *Formation and Operation*

- The responsible Trustee for the Committee will be the Chief Tournament Director or, if that Officer is not a Trustee, then another Trustee agreed at a meeting of Trustees.
- Members of the Law and Ethics Committee are appointed annually at a Trustee meeting after the AGM each year to serve until the next such meeting. Members of the Laws and Ethics Committee are normally qualified Tournament Directors or Trustees. The Chief Tournament Director is responsible for making the initial proposals of names to be considered.
- The Chief Tournament Director is responsible for ensuring the orderly operation of the committee and arranging that:
  - suitable dates are scheduled for meetings
  - an agenda and any papers are circulated to members of the sub-committee ahead of time
  - any meeting is chaired and that adequate minutes are taken
  - all minutes and reports are delivered to the Secretary of the Trustees

Any or all of these responsibilities may be delegated to another member of the committee

- The quorum for a meeting is 3. When a vote is taken a simple majority is sufficient to take a decision. The chair of the meeting has a casting vote if voting is tied.
- In the event that the committee is aware that the responsible Trustee has either already served for three consecutive years or has indicated their intention to stand down at the next AGM, then the committee should seek to identify a candidate or candidates to stand for election at the AGM. In addition, if a holder of one of the positions of responsibility that the committee is responsible for is in a similar position, then the committee should seek to identify a candidate or candidates to make themselves available to be appointed at the next formal opportunity.

#### *Area of responsibility*

- Directors' Policy and/or Guidelines
- Psyche policy and periodic review of the Psyche book
- Convening periodic meetings for those who direct at OBC
- Briefing Directors on any matters
- relevant Director announcements at sessions
- Arranging training for TDs
- Reviewing consistency across sessions in relation to directing matters
- Managing any appeal process for bridge incidents at the club
- Monitoring of play at the club in relation to Best Behaviour at Bridge
- Reviewing and acting upon any comments or complaints about the procedures adopted by Directors
- Monitoring any relevant material for Directors emanating from the EBU and where relevant adopting or adapting for local use
- To take editorial responsibility for all law and ethics related information on the club website

The Trustees also invite the Law and Ethics Committee in consultation with the Bridge Committee to make recommendations on the following matters:

- Major changes to the way sessions are run at the club
- Any changes required to the Competition ByLaws
- Requirements for additional support from the Bridge sub-committee

#### *Appointments*

- The Committee shall be responsible for filling the following posts of responsibility within the club:
  - Directors
  - Session lead TDs
- Recommended names for these posts should normally be submitted to the Trustees in time for their first meeting after the AGM each year

#### *Documents*

- The Committee shall be responsible for revising and publishing the following documents that are part of the club's regular operation:
  - Director Guidelines
  - Psyche Guidelines
  - Reference Binder Vol. 3 - Information for Directors
  - Reference Binder Vol. 4 - Resources for Directors

#### *Dates*

- The Committee is charged with meeting the following milestones during the year:
  - end April      Annual report for start-April to end March submitted
  - end June      Appointment proposals complete
- It is expected that the Committee will generally meet at least once per year
- It is expected that the Committee will hold a meeting for all qualified club directors at least once per year



## Oxford Bridge Club CIO

### Terms of reference for the Membership and Communications Committee

The Trustees of OBC CIO delegate selected responsibilities to committees. This document defines the responsibilities of the Membership Committee. It should be read in conjunction with the current version of the Trustees' document "Committee Procedures".

#### *Formation and Operation*

- The responsible Trustee for the Committee will be the Membership Secretary or, if that Officer is not a Trustee, then another Trustee agreed at a meeting of Trustees.
- Members of the Bridge Committee are appointed annually at a Trustee meeting after the AGM each year to serve until the next such meeting. The Membership Secretary is responsible for making the initial proposals of names to be considered.
- The Membership Secretary is responsible for ensuring the orderly operation of the committee and arranging that:
  - suitable dates are scheduled for meetings
  - an agenda and any papers are circulated to members of the sub-committee ahead of time
  - any meeting is chaired and that adequate minutes are taken
  - all minutes and reports are delivered to the Secretary of the Trustees

Any or all of these responsibilities may be delegated to another member of the committee

- The quorum for a meeting is 3. When a vote is taken a simple majority is sufficient to take a decision. The chair of the meeting has a casting vote if voting is tied.
- In the event that the committee is aware that the responsible Trustee has either already served for three consecutive years or has indicated their intention to stand down at the next AGM, then the committee should seek to identify a candidate or candidates to stand for election at the AGM. In addition, if a holder of one of the positions of responsibility that the committee is responsible for is in a similar position, then the committee should seek to identify a candidate or candidates to make themselves available to be appointed at the next formal opportunity.

#### *Area of responsibility*

- To implement the process for membership application to the CIO including any required forms to be submitted or procedures to be followed
- To operate the membership application process in keeping with the rules defined by the Charity Commission in a timely way.
- To operate a waiting list for membership if necessary.
- To process membership renewals, arrange for the collection of subscriptions, and to deal with late payments
- To keep records of the club membership, provide statistical information to the Trustees on a regular basis and provide that the required updated lists are available at the club premises
- To operate a scheme for tracking visitors to the club
- To propose changes to any areas of the club operation that are referenced above
- To take editorial responsibility for information related to membership that is published on the OBC website
- To maintain a website for the club
- To publish news and information about club activities

The Management Committee also charges the Membership Committee to make recommendations to the Trustees on any other issues related to members or membership or beneficiaries that affects the general running of the club.

### *Appointments*

- The Committee shall be responsible for filling the following posts of responsibility within the club:
  - Visitor's book person
  - Partnership secretary
  - Webmaster
  - Publicity Manager
- Recommended names for these posts should normally be submitted to the Trustees in time for their first meeting after the AGM each year

### *Documents*

- The Committee shall be responsible for revising and publishing the following documents that are part of the club's regular operation:
  - Application Form for membership
  - Membership policy
  - Member Telephone Leaflet
  - Member Register
  - Visitors Book
  - Reference Binder Vol. 1 - Information for Members (in the Director's cabinet)
  - Website
  - Email communication to members
  - Newsletters
  - Club Information leaflet

### *Dates*

- The Committee is charged with meeting the following milestones during the year:
  - end April                      Annual report for start-April to end March submitted
  - end June                      Appointment proposals complete
  - end September              Publish Club Information Leaflet

## Oxford Bridge Club CIO

### Terms of reference for the Operations Committee

The Trustees of OBC CIO delegate selected responsibilities to committees. This document defines the responsibilities of the Operations Committee. It should be read in conjunction with the current version of the Trustees' document "Committee Procedures".

#### *Formation and Operation*

- The Chair of the Operations Committee is appointed by the Trustees.
- Members of the Operations Committee are appointed annually at a Trustee meeting after the AGM each year to serve until the next such meeting. The House Officer is an ex officio member of the committee
- The chair of the Operations Committee is responsible for ensuring the orderly operation of the committee and arranging that:
  - suitable dates are scheduled for meetings
  - an agenda and any papers are circulated to members of the sub-committee ahead of time
  - any meeting is chaired and that adequate minutes are taken
  - all minutes and reports are delivered to the Secretary of the Trustees

Any or all of these responsibilities may be delegated to another member of the committee

- In the event that the committee is aware that the responsible Trustee has either already served for three consecutive years or has indicated their intention to stand down at the next AGM, then the committee should seek to identify a candidate or candidates to stand for election at the AGM. In addition, if a holder of one of the positions of responsibility that the committee is responsible for is in a similar position, then the committee should seek to identify a candidate or candidates to make themselves available to be appointed at the next formal opportunity.

#### *Area of responsibility*

- Maintenance of fixtures and fittings of the building
- Maintenance of heating systems and kitchen equipment
- Decoration of the club
- Furnishings including window coverings, bridge tables, clothes and chairs
- Provision of suitable storage for bridge related items and
- Provision of suitable display areas for notices and the maintenance of any permanent signage
- Cleaning of the premises on a regular basis to a defined standard
- Disposal of Rubbish
- Setting standards and procedures for the use of the heating and ventilation systems
- Setting and monitoring Health & Safety policy
- Liaison with the Premises Committee in relation to the fabric of the building
- Liaison with the Social Committee and the Bridge Committee in relation to events being held at the club
- Setting procedures for security of the building according to insurance guidelines
- Maintenance of lists of key holders and code holders and informing them of changes to procedures when this is required
- Maintenance of all house related information on the club website

### *Appointments*

- None

### *Documents*

- House Information file in Directors cabinet
- Health and Safety Policy
- Security and access instructions
- Key holder list
- Vehicle list for parking on club frontage
- Health and Safety Risk Assessment
- Front door keyholder list
- Front door code list
- Side gate code list
- Fire exit diagram

### *Dates*

- annually      Fire safety review
- annually      Health and Safety review

## Oxford Bridge Club

### Terms of reference for the Premises Committee

The Trustees of OBC CIO delegate selected responsibilities to committees. This document defines the responsibilities of the Premises Committee. It should be read in conjunction with the current version of the Trustee Procedures for Committees.

#### *Formation and Operation*

- The responsible Trustee for the Committee will be the Premises Officer or, if that Officer is not a Trustee, then another Trustee agreed at a meeting of Trustees.
- Members of the Premises Committee are appointed annually at a Trustee meeting after the AGM each year to serve until the next such meeting. The Tournament Secretary is responsible for making the initial proposals of names to be considered.
- The Premises Officer is responsible for ensuring the orderly operation of the committee and arranging that:
  - suitable dates are scheduled for meetings
  - an agenda and any papers are circulated to members of the sub-committee ahead of time
  - any meeting is chaired and that adequate minutes are taken
  - all minutes and reports are delivered to the Secretary of the Trustees

Any or all of these responsibilities may be delegated to another member of the committee

- The quorum for a meeting is 3. When a vote is taken a simple majority is sufficient to take a decision. The chair of the meeting has a casting vote if voting is tied.
- In the event that the committee is aware that the responsible Trustee has either already served for three consecutive years or has indicated their intention to stand down at the next AGM, then the committee should seek to identify a candidate or candidates to stand for election at the AGM. In addition, if a holder of one of the positions of responsibility that the committee is responsible for is in a similar position, then the committee should seek to identify a candidate or candidates to make themselves available to be appointed at the next formal opportunity.

#### *Area of responsibility*

- To make all decisions in relation to the property refurbishment within the terms of permission granted by members at General Meetings, including
- Oversight of the whole project to ensure as far as possible that it runs to time and budget
- Regular communication to club members on progress
- Liaison with the Trustees, the architect and other interested external parties
- Acquiring necessary professional advice
- Ensuring compliance with all necessary laws and regulations
- Deciding details of design
- Convening ad hoc groups of members to provide views about aspects of the design
- Subject to the approval of the Treasurer, arranging and drawing down of the necessary funding for the project
- Selection and approval of builders and other contractors
- Oversight of the actual building work, and ensuring its quality and progress
- Approval of final completion of the project
- To manage the maintenance of the fabric of the building where necessary liaising with the leaseholders and residents of the flats above the club
- To liaise with the Operations Committee on matters that may have an impact on their activity

Additionally the Premises sub-committee is empowered to make pragmatic arrangements for the continuance of the bridge program at another location or other locations during any disruption to facilities at 147 Banbury Road including:

- Arranging building rentals or the hire of space for the required period
- Liaising on operational matters relating to use of these alternative premises with other committees of the club

#### *Appointments*

- None

#### *Documents*

- The Committee shall be responsible for revising and publishing the following documents that are part of the club's regular operation:
  - Premises Information file in Directors cabinet

#### *Dates*

- The Committee is charged with meeting the following milestones during the year:
  - end April      Annual report for start-April to end March submitted

## Oxford Bridge Club CIO

### Terms of reference for the Social Committee

The Trustees of OBC CIO delegate selected responsibilities to committees. This document defines the responsibilities of the Social Committee. It should be read in conjunction with the current version of the Trustees' document "Committee Procedures".

#### *Formation and Operation*

- The responsible Trustee for the Committee will be the Social Secretary or, if that Officer is not a Trustee, then another Trustee agreed at a meeting of Trustees.
- Members of the Social Committee are appointed annually at a Trustee meeting after the AGM each year to serve until the next such meeting. The Social Secretary is responsible for making the initial proposals of names to be considered.
- The Social Secretary is responsible for ensuring the orderly operation of the committee and arranging that:
  - suitable dates are scheduled for meetings
  - an agenda and any papers are circulated to members of the sub-committee ahead of time
  - any meeting is chaired and that adequate minutes are taken
  - all minutes and reports are delivered to the Secretary of the Trustees

Any or all of these responsibilities may be delegated to another member of the committee

- The quorum for a meeting is 3. When a vote is taken a simple majority is sufficient to take a decision. The chair of the meeting has a casting vote if voting is tied.
- In the event that the committee is aware that the responsible Trustee has either already served for three consecutive years or has indicated their intention to stand down at the next AGM, then the committee should seek to identify a candidate or candidates to stand for election at the AGM. In addition, if a holder of one of the positions of responsibility that the committee is responsible for is in a similar position, then the committee should seek to identify a candidate or candidates to make themselves available to be appointed at the next formal opportunity.

#### *Area of responsibility*

- Planning, budgeting, promoting, executing, and reviewing Social and Charitable events.
- Catering for in-house sessions and events
- Specific events - throughout the year Christmas, New Year, Midsummer and any others new events proposed including suitable decorations and display
- Management of the provision of catering for sessions and events
- Setting standards and procedures for use of the kitchen and bar facilities
- Operation of the bar according to licencing regulations
- Supporting members who are unwell or needing assistance
- Liaising with OBA and OBL related to social events
- Liaising with other committees related to social events
- Editorial responsibility for information related to social events and activities that is published on the OBC website
- Liaison with the Operations Committee in relation to the facilities within the club house
- Liaison with the Bridge Committee in relation to catering for events

### *Appointments*

- The Committee shall be responsible for filling the following posts of responsibility within the club:
  - Catering officer
  - Food safety Officer
  - Bar Officer
  - Almoner
- Recommended names for these posts should normally be submitted to the Trustees in time for their first meeting after the AGM each year

### *Documents*

- The Committee shall be responsible for revising and publishing the following documents that are part of the club's regular operation:
  - Catering Policy
  - Any formal notices at the club relating to the bar or kitchen

### *Dates*

- The Committee is charged with meeting the following milestones during the year:
  - end April      Annual report for start-April to end March submitted
  - end June      Appointment proposals complete
- It is expected that the Committee will generally meet at least four times per year



## Oxford Bridge Club CIO

### Terms of reference for the Teams Committee

The Trustees of OBC CIO delegate selected responsibilities to committees. This document defines the responsibilities of the Teams Committee. It should be read in conjunction with the current version of the Trustees' document "Committee Procedures".

#### *Formation and Operation*

- The responsible Trustee for the Committee will be the Club Captain or, if that Officer is not a Trustee, then another Trustee agreed at a meeting of Trustees.
- Members of the Teams Committee are appointed annually at a Trustee meeting after the AGM each year to serve until the next such meeting. The Club Captain is responsible for making the initial proposals of names to be considered. Normally the nominations will include the "A" Team captain, either the "B" or "C" Team captain, a member who is familiar with the standard of players in the other teams (who is either a team captain of one of the lower teams or a Trustee playing in one of these teams) and the Vice captain.
- The Club Captain is responsible for ensuring the orderly operation of the committee and arranging that:
  - suitable dates are scheduled for meetings
  - an agenda and any papers are circulated to members of the sub-committee ahead of time
  - any meeting is chaired and that adequate minutes are taken
  - all minutes and reports are delivered to the Secretary of the Trustees

Any or all of these responsibilities may be delegated to another member of the committee

- The quorum for a meeting is 3. When a vote is taken a simple majority is sufficient to take a decision. The chair of the meeting has a casting vote if voting is tied.
- In the event that the committee is aware that the responsible Trustee has either already served for three consecutive years or has indicated their intention to stand down at the next AGM, then the committee should seek to identify a candidate or candidates to stand for election at the AGM. In addition, if a holder of one of the positions of responsibility that the committee is responsible for is in a similar position, then the committee should seek to identify a candidate or candidates to make themselves available to be appointed at the next formal opportunity.

#### *Area of responsibility*

- Any activity that aids the development of teams representing the club in external competitions
- To make opportunities available to members at all levels of ability
- To ensure that the OBC is represented in the Wessex League and other relevant competitions. The aim of Wessex League representation is to field as many teams as can be comfortably maintained, such that the club maintains a presence in the league in as high a position as is possible for current members
- To consult with others as described above to appoint the Wessex League Team Captains for the season.
- To select all teams representing the OBC in accordance with the ByLaws
- To run training programs for teams
- To run trials sessions for team selection
- To maintain information on the club website related to teams that represent the club
- To solicit the interest of members who may want to play in representative teams in the future
- To consider the entering of additional teams to external competitions
- To consider the entering of teams to new competitions

- To monitor the teams representing the club to ensure they comply with the rules of any competition in which the club is represented
- To make proposals for support of teams activity such as mentoring systems or team coaching
- To communicate the views of the Teams Committee to the Bridge Committee in respect of the ByLaws relating to external competitions
- To take editorial responsibility for information related to Teams activity that is published on the OBC website

#### *Appointments*

- The Committee shall be responsible for filling the following posts of responsibility within the club:
  - Vice-Captain
  - Team captains
- Recommended names for this posts should normally be submitted to the Trustees in time for their first meeting after the AGM each year
- The committee shall also be responsible for appointing directly the captains of each team representing the club

#### *Documents*

- The Committee shall be responsible for revising and publishing the following documents that are part of the club's regular operation:
  - Team lists

#### *Dates*

- The Committee is charged with meeting the following milestones during the year:
  - end March      Invitation for participation of members in teams in the following year
  - end March      plan for WL training
  - end April      Annual report for start-April to end March submitted
  - end June      WL captains identified
  - end June      Team captains identified
  - end July      WL teams selected
  - end July      NICKO teams selected