

Bridge Committee

Terms of reference

Oxford Bridge Club CIO delegates some of its operations and decision-making to officers and (usually) committees. The chair of any committee is the accountable officer, who acts on behalf of the Board of Trustees. The chair is responsible for ensuring that the committee acts within club policies and Charity Commission guidance and fulfils the terms of reference set out below.

Role / Purpose

The core purpose of the committee is to organise bridge for players of a wide range of abilities.

The committee is responsible for:

- operation of each club session including the scheduling of scorers and hosts
- provision of pre-dealt hands for sessions and matches where they are required
- updating of the Competition Bylaws and Session Bylaws
- updating of instructions for scorers
- deciding the competition calendar within the constraints of available facilities
- introducing new ladders and maintaining existing ones
- deciding on room allocation priorities in consultation with education
- 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 new equipment and like-for-like equipment replacements
- keeping abreast of new developments in bridge technology
- maintenance of bridge-related information on the club website
- updating the honour boards at the club
- publicity and bookings for club competitions
- keeping a record of locations of the club's trophies
- selecting Wessex League teams and appointing team captains
- selecting other teams to represent OBC as needed, e.g. the NICKO competition
- commissioning training programmes for teams

The committee sets out to achieve the following outcomes:

- the club maintains or improves its position in the EBU's list of top 50 clubs by number of player sessions
- achieving the committee's budgeted financial contribution each year
- a full schedule of regular bridge sessions
- a full calendar of club competitions and special (including simultaneous pairs) events
- the club is well represented in inter-club team competitions
- the planned tasks as listed in appendix B

Accountability

- The committee is accountable to the chair of the committee, who is accountable to the Board of Trustees.
- The committee is responsible for reporting to the Board of Trustees, normally on a quarterly basis. Minutes of all meetings must be available for trustees.

- The committee will review the relevance and value of its work, and how best to organize it, annually.
- Budget accountability is the responsibility of the chair of the committee (the accountable officer), although they may delegate day-to-day budget management to a member (or members) of the committee.

Membership

- The committee comprises a minimum of 5 and maximum of 12 members. Some members will have specific roles (set out in appendix A). At least one member must be a trustee.
- Membership of the committee is open to any club member with appropriate skills, interest and knowledge. Any member with a potential conflict of interest must declare it (a) before joining the committee and (b) when any relevant issue is being discussed.
- Members are usually appointed (or have their existing appointment confirmed) annually, at the first meeting of the Board of Trustees after the AGM. New members can join at any time by agreement with the Board of Trustees.
- It is good practice to keep the normal period of membership at three years (as with trustees). This can be extended where people have valuable skills or knowledge.
- As with trustees, the chair of the committee should aim to develop someone to take over when they resign.

Roles and responsibilities

The role of the committee as a whole is set out above. Most committees will assign specific responsibilities to individual committee members (including someone to act as secretary at meetings). These are set out for this committee in appendix A as a separate document.

Making decisions

Decisions will be made in one of five possible ways:

1. Individual committee members with specific roles can make their own decisions within the limits of their role. They must observe probity, value for money etc.
2. The committee may set up sub-groups to make decisions on specific points, e.g. implementing online bridge.
3. Major decisions will be made by the committee as a whole. The quorum for any decision is 5, which must include at least one trustee. Such decisions are made on behalf of the Board of Trustees, and the committee should follow the same guidance as the Board would. Such decisions must be minuted.
4. Exceptionally, on a really urgent matter, the chair of the committee can make the decision and inform the rest of the committee later.
5. The chair of the committee must use their judgement in assessing which issues should be referred to the Board of Trustees for a decision: if in any doubt, they should check with the club secretary or chairman. Anything involving a payment to a trustee, other than routine expenses, **must** be referred to the board.

Any potential payment which is material (over £250) and unbudgeted must be cleared with the treasurer before it is committed.

Sharing of information, liaison and communication

- The chair of the committee is responsible for liaising with the heads of other committees on issues which may affect them (for instance the use of club space), and for referring any difficult issues to the Board of Trustees.
- The secretary of the committee is responsible for ensuring that due confidentiality is followed, that conflicts of interest are avoided, and that the minutes of all meetings are made available to trustees.

Amendments / modifications to ToR

- These Terms of Reference may be amended, varied or modified in writing after consultation and agreement with the Board of Trustees.

Appendix A – Committee members and roles

Liza Furnival	ex officio	Tournament Secretary, Chair & Secretary
Ursula Bowler	annual	Education Representative
Peter Schroeder	ex officio	Treasurer
Steve Fisher	annual	Joint Chief Scorer/Bookwhen Administrator
Martin Illingworth	ex officio	Chief Tournament Director
Marion Sheppard	annual	Joint Chief Scorer
Richard Sills	annual	Teams Secretary
Kathy Talbot	annual	

Appointments

Dealing coordinator	Cliff Pavelin
Deputy dealing coordinator	Ron Gould
Bridge consumables	Kate Brown
Bidding boxes	Gay Hawley

Scorers: as listed on Pianola. List maintained by the Chief Scorer

Dealers: list kept by Cliff Pavelin

Wessex League team captains: as listed on the club website. List maintained by the Teams Secretary

Host coordinators: as listed on the club website

Appendix B: Key regular tasks (assuming that the AGM takes place in July)

The club competition year runs from September to the AGM

Ladders (and the Roger Hughes Trophy) run from April to March

- end Feb Review room use (in liaison with Education) for the following academic year
- end March Annual review of committee performance
- end March Annual budget review
- end March Record Pianola data for calculating the winner of the Roger Hughes Trophy
- beg April Finalise ladders (including extra MPs) and send congrats to the winners
- mid April Invite members to participate in teams for the following season
- end April Annual report for previous April to March submitted
- mid May Draft teams composition
- end May Commission training for teams
- end May Retrieve trophies for engraving
- end June Appointment proposals complete
- end June Start planning events calendar for the following year
- end July Finalise Wessex League and NICKO teams
- end July Finalise forthcoming events calendar
- end July Enter simultaneous pairs events up to the end of the year
- beg Sep Open Meltzer knock-out competition to entries
- end Sept Update honour boards (every 2 to 3 years)
- beg Oct Meltzer knock-out competition starts
- end Dec Enter simultaneous pairs events for the next year