

Law & Ethics 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 ensure that bridge at the club is played in accordance with the Rules of the English Bridge Union, including Best Behaviour at Bridge

The committee is responsible for:

- Scheduling a suitable trained and experience Director for each session apart from those run by OBS (eg L&P)
- Arranging training and relevant briefing for TDs including on safeguarding
- Monitoring material for Directors emanating from the EBU and where relevant adopting or adapting for local use
- Documenting Directors' Policy and/or Guidelines
- Establishing the Psyche Policy and periodic review of the Psyche Book
- Managing the appeal process for any bridge-related incidents at the club
- Monitoring club sessions in relation to Best Behaviour at Bridge and, where necessary, making recommendations for improvements to the Trustees, the Bridge Committee and/or Directors, as appropriate
- Reviewing and acting upon any comments or complaints about the procedures adopted by Directors
- Taking editorial responsibility for all law and ethics related information on the club website

The committee sets out to achieve the following outcomes:

- Players enjoy playing bridge in OBC sessions
- All sessions are directed by EBU-trained directors
- Movements at all sessions are as fair as practical
- Directing is consistent across sessions although sessions are directed in a manner consistent with their nature
- All bids deemed to be a psyche by a director are categorised and recorded in the psyche book; the psyche book is regularly reviewed by the Law & Ethics Committee
- 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. Major committees (bridge, education and finance) normally report quarterly; other committees report

whenever there is something the board should know about. 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 will be the responsibility of the chair of the committee (the accountable officer), although he or she may delegate day-to-day budget management to a member (or members) of the committee.
- The effectiveness of all committees should be kept under review by the Board of Trustees.

Membership

- The committee comprises a minimum of 4 and maximum of 8 members. Some members will have specific roles (set out in appendix A). All committees must have at least one trustee as a member.
- 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 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 some specific responsibilities to some individual committee members (including someone to act as secretary at meetings). These are set out for this committee in appendix A.

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 larger committees such as bridge and education may set up small sub-groups to make decisions on specific points, e.g. implementing online bridge or setting up a new educational course.
3. Major decisions will be made by the committee as a whole. The quorum for any decision is 3, 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 chairs 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

Martin Illingworth	ex officio	Chief Tournament Director, Chair & Secretary
Mary Bennett	annual	Trustee
Chris Kerr	annual	
Ruth Kim	annual	
Peter Randall	annual	
Kathy Talbot	annual	

Appendix B: Key regular tasks (and whose responsibility they are)

- o end April Annual report for start-April to end March submitted
- o end June Appointment proposals complete (assuming AGM is held in July)
- 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

All are the responsibility of the Chief Tournament Director