

OXFORD BRIDGE CLUB CIO

Trustee Procedures and Committee Terms of Reference

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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. Newly elected Trustees or newly co-opted Trustees are required under the terms of the Constitution in 12 (2) (c)

- a) To confirm in writing their eligibility to act as a Trustee in a form recommended by the Charity Commission.
- b) To provide sufficient personal information to one of the existing Trustees who is able as a consequence to successfully update their registration as a Trustee with the Charity Commission

before they are entitled to act as a Trustee of OBC CIO or attend any Trustee meeting.

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 sections 4 and 5 of this document explain 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.

5. 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
- Agreement with OBA
- Hiring contract/booking form
- Licence to sell alcohol

General Meetings of the club approve any changes to:

- Constitution
- Articles of Association

6. Risk Management Policy

The Trustees will carry out a formal review of risks each year after the AGM but before the end of the calendar year. The preparation of the materials for this review will be carried out by a subgroup of Trustees and presented at a Trustee Meeting. The Trustees will formally agree the Risk Management Statement. At any time, any Trustee may trigger a review of risks in the light of new circumstances.

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 July AGM held
- end July Appointment proposals complete
- end August Trustee Annual Report and Accounts submitted to the Charity Commission
- end August 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:

Abbrev.	Name	Responsible Trustee
BC	Bridge Committee	Tournament Secretary
CC	Conduct Committee	Conduct Officer
DC	Disciplinary Committee	[Trustee appointment]
EC	Education Committee	Education Secretary
IC	Infrastructure Committee	[Trustee appointment]
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
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 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. Any voting member of the committee may call a meeting.

- The quorum for a meeting is 3 which must include one Trustee. 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 scorers and hosts
- Provision of pre-dealt hands for sessions and matches where they are required
- Amendment of the Competition Bylaws and Session Bylaws
- Amendment of the Playing Guidelines, Scoring Guidelines and Playing Bridge at OBC (formerly Session Guidance) documents
- Deciding the competition calendar within the constraints of available facilities
- Introduction of new ladders and maintenance of existing ones
- 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
- 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, eg the NICKO competition
- Arranging training programs for teams
- 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 support from the Infrastructure Committee
 - Requirements for additional support from the Operations Committee
 - Requirements for additional support from the Law and Ethics Committee
 - Requirements for additional support from the Education Committee

Appointments

- The Committee shall be responsible for filling the following posts of responsibility within the club:
 - Club Captain
 - Club Vice-captain
 - Daytime Members Representative
 - Rubber Bridge Representative
 - Chief Scorer
 - Bridge Materials
 - Dealing coordinator
 - Hosts coordinator for each designated session
- 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
 - Playing Bridge at OBC
 - Session ByLaws and Competition Bylaws
 - Honour Boards records
 - Forthcoming events list
 - Reference Binder Vol. 2 - Information for Players (in the Director's cabinet)
 - Team lists

Dates

- The Committee is charged with meeting the following milestones during the year:
 - mid April Invite members to participate in teams for the following season
 - end April Annual report for start-April to end March submitted
 - end June Appointment proposals complete
 - end July Finalise Wessex League and NICKO teams
 - end July 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. Enter British Summer Sims. Select WL teams and identify captains. NICKO teams selected.
- August-September Enter EBU autumn and Children in Need simultaneous pairs. Organise and publicise Individual Competition and Rose Bowl. Publicise Meltzer Trophy and organise entries and draw.

- October Organise and publicise Mens/Ladies Pairs.
- November-December Enter British winter and other simultaneous pairs events on the calendar up to the end of July.
- January Organise and publicise Beck Salver and Winnie Ling Trophy.
- April Invite members to participate in the Wessex League and NICKO for the following season. Plan for WL training. . Organise and publicise Morrie Marsh Trophy. In collaboration with Club TD, prepare list of trophy- and prize-winners for AGM, and retrieve trophies for presentation.

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

1. The "Responsible Trustee" for the Conduct committee will be the Conduct Officer or, if that Officer is not a Trustee, then another Trustee agreed at a meeting of Trustees. If the Conduct Officer elects not to be a trustee, then the Responsible Trustee must be present at all meetings of the Conduct Committee.
2. A Conduct Panel, formed from willing members of the club, is appointed by the Trustees at the first Trustee meeting after the AGM each year to serve until the next such meeting.
3. The Conduct Committee is responsible for receiving a complaint passed to it by a Trustee and forming an Incident Committee to handle the investigation of the complaint. On receipt of a complaint the Conduct Officer shall select members of the Conduct Panel to form an Incident Committee [of 3 to 5 individuals] to investigate the complaint and nominate the chair of that panel. These individuals should have no knowledge of the events which are the subject of the complaint.
4. The Incident Committee will then consider the complaint and report its recommendations to the Conduct Committee.
5. On receipt of a report from the Incident Committee, the Conduct Committee will consider the recommendations. It will either accept those recommendations or substitute its own decision taking into account only the facts as determined by the Incident Committee. The decision will be communicated to the parties involved, and the case referred to the Disciplinary Committee if necessary.
6. The Conduct Officer is responsible for ensuring the orderly operation of the Conduct Committee in compliance with Schedule A of the Articles of Association:
 - a. any meeting is chaired and that adequate minutes are taken
 - b. that copies of all decisions are sent to the Club Chairman and Club Secretary
 - c. any or all of these responsibilities may be delegated to another member of the committee.
7. Any voting member of the Conduct Committee may call a meeting.
8. The quorum for a Conduct Committee meeting is 3 which must include one Trustee. 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.
9. In the event that the Conduct Committee is aware that the Conduct Officer and/or "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.

Area of Conduct Committee responsibility

1. All matters relating to the Conduct process as described in Schedule A of the Articles of Association
2. Consistent application of the rules of the club as they apply at the date of the incident
3. If the Conduct Committee decides that it is not possible to select an independent Incident Committee, then they may refer the matter to the County Disciplinary Committee or to the EBU Law and Ethics Committee as described in the Articles of Association Schedule A in A6.5 and A6.6
4. The Trustees also charge the Conduct Committee with the task of making recommendations on the following matters and reporting their recommendations to the Trustees.
 - o 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

Area of Incident Committee responsibility

1. The Incident Committee investigates complaints against members and visitors, determines the facts of the case and comes to a conclusion according to the procedures in Schedule A of the Articles of Association including whether the matter should be referred to the Disciplinary Committee
2. The chair of the Incident Committee communicates in writing the results of the investigation to the Conduct Committee.
3. If the Incident Committee determines that a caution should be issued then the details of that caution shall be included in the results of the investigation.

Appointments

1. The Conduct Officer shall be responsible for nominating members of the Conduct Panel to the Trustee body in such a way that a sufficient number of members are available to form an Incident Committee to consider properly any complaints that are referred to it.

Documents

- None

Dates

- The Conduct Officer will call a meeting of all members of the Conduct Panel and Conduct Committee on an annual basis to review effective operation of the complaints system and make any recommendations to the Trustees
- 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

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 Trustees 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 Secretary 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 Secretary is responsible for making the initial proposals of names to be considered. The Education Manager will be a member of the committee.
- The Education 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. Any voting member of the committee may call a meeting.

- The quorum for a meeting is 3 which must include one Trustee. 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 appointment, management and support of the Education Manager
- The development and maintenance of an education strategy for the club
- Maintenance and monitoring of a high standard of behaviour for all education related events
- Maintenance of all training and education related information on the club website
- Marketing education to the beneficiaries of OBC
- Attracting new members into the club
- Liaison with the Membership Committee
- Promoting educational events and materials to the beneficiaries of the club
- Running Education courses, seminars and other events at the club
- Running Novice sessions on a weekly basis
- Liaising with the Bridge Committee in relation to Novice Sessions
- Making recommendations to the Bridge Committee in relation to the educational aspects of any sessions
- Liaising with OBA, EBED and the EBU on education matters

Appointments

- Education Manager

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 Infrastructure Committee

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

Formation and Operation

- The Chair of the Infrastructure Committee is appointed by the Trustees.
- Members of the Infrastructure Committee are appointed annually at a Trustee meeting after the AGM each year to serve until the next such meeting.
- The chair of the Infrastructure 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. Any voting member of the committee may call a meeting.

- The quorum for a meeting is 3 which must include one Trustee. 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

- 1) The IT and related local infrastructure of the club
 - a) purchase, maintenance, configuration and administration of:
 - i) Computer hardware
 - ii) Computer software
 - iii) Network components
 - iv) Card duplicating devices (Duplimate) [in conjunction with the Bridge Committee]
 - v) Scoring devices (BridgeMates) [in conjunction with the Bridge Committee]
 - vi) Printers
 - vii) Displays
 - viii) Sound systems
 - ix) Projector systems
 - b) The physical layout, cabling, location and storage of all the above together with applicable documentation and usage instructions
 - c) Consumables for devices listed in a) including
 - i) Stocks of paper and card to meet club needs
 - ii) Printer consumables (ink cartridges etc.)
 - iii) Stocks of batteries for all devices
- 2) The cloud infrastructure of the club

- a) The management, maintenance and administration of capabilities for electronic record keeping for the club (G Suite for OBCStore)
 - b) Registration of users to @oxfordbridgeclub.com addresses and aliases used by the club
 - c) Maintenance of Google groups used by the club for communication
 - d) Backup and safe storage of electronic assets of the club
- 3) Data Protection and Security
- a) Maintaining the Data Protection policy and procedures of the club
 - b) Ensuring that there is no single point of failure in the club related to technical knowledge or knowledge of key data (e.g. single administrator who is the only password holder for a key asset)
 - c) Monitoring, record keeping and advice on matters relating to data privacy
 - d) Guidelines and agreements for access to each specific subsystem used by the club whenever such access involves access to personal data
 - e) Security policy and administration of electronic systems
 - f) Guidance to the other committees of the club in relation to personal data being handled by them
 - g) Define, maintain and operate procedures for handling data breaches and Subject Access Requests
- 4) Other
- a) Liaison with the EBU on IT related matters
 - b) Liaison with software suppliers
 - c) Briefing or arranging training for new members who join the team
 - d) Club relationship with TT-Exchange as a source of free or discounted products for qualifying charities

Appointments

- Administrators of any club subsystem with access to personal data

Documents and records

- OBCStore access description
- Registration of new @oxfordbridgeclub.com users
- Data Protection Procedures
- Data Protection Policy/Privacy Policy
- Data Protection statements for visitors and members
- Administrators agreement and records of those with administrative access to personal data
- Procedure for handling data breaches
- Procedure for handling Subject Access Requests

Dates

- Annual Report for period start April-end March - Annually in April

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. Any voting member of the committee may call a meeting.

- The quorum for a meeting is 3 which must include one Trustee. 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
- Appointing a lead Director for each regular session
- 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
 - 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. Any voting member of the committee may call a meeting.

- The quorum for a meeting is 3 which must include one Trustee. 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. Any voting member of the committee may call a meeting.

- The quorum for a meeting is 3 which must include one Trustee. 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

- 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, cloths and chairs
- Provision of suitable storage
- 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 recycling and general waste
- 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
- Transition planning for furniture and materials in preparation for the redevelopment

Appointments

- House Officer

Documents

- House Information file in Directors cabinet
- Health and Safety Policy
- Security and access instructions
- Vehicle list for parking on club frontage
- Health and Safety Risk Assessment
- Emergency Plan
- Fire exit diagram
- Accident and Incident reporting procedure
- Accident and Incident reports
- Front door keyholder list
- Front door code list
- Key safe code list

Dates

- | | | |
|---------------------------------|------------|--------------|
| • Fire safety risk review | Annually | November |
| • Health and safety risk review | Annually | November |
| • Fire emergency lighting test | Biannually | May/November |
| • Fire extinguisher inspection | Annually | October |
| • Electrical appliance PATs | Annually | September |
| • Gas boiler maintenance | Annually | September |

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 Premises Officer 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. Any voting member of the committee may call a meeting.

- The quorum for a meeting is 3 which must include one Trustee. 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

- Maintenance and repair of the whole building and liaison with flat owners under the arrangement for the common fund

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. Any voting member of the committee may call a meeting.

- The quorum for a meeting is 3 which must include one Trustee. 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