Essex Association of Change Ringers
Policy on Delegation to Committees and Subcommittees

Guidelines and Procedures

Introduction

The delegation of tasks and responsibilities to committees and subcommittees is necessary to efficiently manage and oversee the effective running of the Association. This policy outlines the guidelines and procedures for delegating authority to committees and subcommittees within the Association to ensure effective governance, accountability, and transparent decision-making processes.

Purpose

The purpose of this policy is to:

- Define the scope and authority of committees and subcommittees.
- Establish criteria for the formation and dissolution of subcommittees.
- Outline the roles and responsibilities of subcommittee members.
- Ensure clear communication and reporting channels between committees and subcommittees and the trustees.
- Promote accountability and transparency in the committee and subcommittees' operations.

Formation and Structure of Subcommittees

Establishment of Subcommittees

The Association Management Committee, Bell Maintenance and Restoration subcommittee, Education and Training subcommittee, and Communications and PR subcommittee are established by the rules of the Association.

Other subcommittees may be established by the main committee to handle specific tasks, projects, or areas of concern. The decision to form a subcommittee must be approved by a majority vote of the Management Committee members. The Management Committee will provide a clear mandate, objectives, and timeline for the subcommittee's work.

Composition of Subcommittees

The Management Committee and subcommittees shall consist of members as described in the rules of the Association, and as described by the Management Committee (the Association rules take precedence). Additional members may be coopted to the Management Committee and any subcommittee to meet the needs of the work it is undertaking. Coopted members to subcommittees must be ratified by the Management Committee at the next scheduled meeting. The composition should reflect a diverse range of skills, expertise, and perspectives relevant to the subcommittee's purpose. Each subcommittee will have a chairperson who will be responsible for leading the subcommittee and coordinating its activities.

Voting and decision making

All Management Committee and subcommittee members will be eligible to vote on the business of that committee, with the exception that co-opted members will not be eligible to

vote until their appointment has been ratified by the Management Committee. The Management Committee must agree quoracy of voting on subcommittees through a regular review of the subcommittees' Terms of Reference. Through this review, the Management Committee must ensure that quoracy arrangements are based on a fair representation of the Association districts.

All decisions made by the Management Committee and subcommittees must be based on the highest quality evidence available and must be given due consideration. The Chair of each committee should ensure to the best of their ability that decisions are made competently.

Conflict of Interest
Members of all Association Committees must declare if they have a conflict of interest in any matters being discussed or decided by that committee.

Term of Subcommittees
The term of a subcommittee shall be defined at the time of its formation and may vary depending on the nature of the task or project. The Management Committee may extend or shorten the term of a subcommittee as deemed necessary. The Management Committee, Bell Maintenance and Restoration, Education and Training, and Communications and PR subcommittees are standing committees of the Association, as defined by the rules.

Roles and Responsibilities

Subcommittee Chairperson
The chairperson of each subcommittee shall:

- Lead and coordinate the activities of the subcommittee.
- Agree Terms of Reference for the subcommittee every 3 years, or more frequently as required.
- Ensure that the subcommittee represents the values and objectives of the Association.
- Ensure that the subcommittee operates within the Objects of the Association and the subcommittee's mandate and meets its objectives.
- Facilitate communication and reporting between the subcommittee and the Management Committee.
- Organise and preside over subcommittee meetings.
- Ensure that minutes of subcommittee meetings are accurately recorded and distributed.

Subcommittee Members
Members of each subcommittee shall:

- Actively participate in subcommittee meetings and activities.
- Contribute their expertise and perspectives to the subcommittee's work.
- Carry out tasks and assignments as delegated by the chairperson.
- Report on progress and findings to the subcommittee and the main committee.
- Adhere to the organisation's Objects, policies and codes of conduct.

Delegation of Authority

Scope of Authority

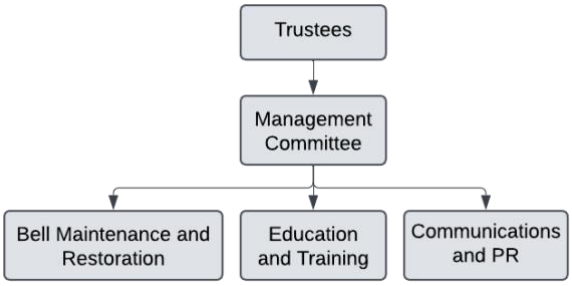
The rules delegate specific authorities to the Management Committee and standing subcommittees to enable them to fulfil their mandates. The Management Committee will delegate specific authorities in the same way for additional subcommittees that are formed. These authorities may include decision-making powers, budgetary controls, and the ability to engage external experts or resources. The extent of authority delegated to a subcommittee should be clearly defined in its Terms of Reference.

Limitations of Authority

Subcommittees shall not have the authority to make decisions or take actions that fall outside the scope of their Terms of Reference. Any decisions or actions that may have significant implications for the organisation must be referred to the Management Committee for approval. The subcommittee may not express an opinion or position that might subvert the Objects of the Association.

Reporting and Accountability

The Management Committee is accountable to the Trustees, and the Subcommittees are accountable to the Management Committee for their activities and decisions. They shall provide regular reports in writing on their progress, findings, and recommendations. The chairperson of each subcommittee shall present these reports at Management Committee meetings.



Meetings and Documentation

Frequency of Meetings

Subcommittees shall meet as often as necessary to effectively carry out their mandate. The frequency of meetings may vary depending on the nature and urgency of the tasks or projects being undertaken.

Meeting Agendas and Minutes

The chairperson shall prepare and distribute meeting agendas to subcommittee members in advance of each meeting. Minutes of each meeting shall be accurately recorded and distributed to subcommittee members and the main committee.

Confidentiality

Subcommittee members shall maintain the confidentiality of all discussions, documents, and information related to their work. Sensitive information shall not be disclosed to unauthorised persons or entities.

Evaluation and Dissolution

Evaluation of Management Committee and Subcommittee Performance

The Trustees shall regularly evaluate the performance and effectiveness of the Management Committee. The Management Committee shall evaluate the performance and effectiveness of subcommittees. This evaluation may include an assessment of the Management Committee and subcommittees' adherence to their mandate, the quality of their work, and their contribution to the Association's goals.

Dissolution of Subcommittees

The Management Committee and standing subcommittees may only be dissolved by the membership through a change in the Association rules. Subcommittees set up by the Management Committee may be dissolved upon the completion of their mandate or by a majority vote of the Management Committee. Upon dissolution, the subcommittee shall submit a final report detailing its activities, findings, and recommendations.

Conclusion

The delegation of tasks and responsibilities to committees is an essential aspect of effective governance. By adhering to the guidelines and procedures outlined in this policy, the Association can ensure that committees operate efficiently, transparently, and in alignment with the Association's Objects and other goals.

Version control - Approval and Review

This policy will be reviewed and updated as needed to reflect changes in the Association's structure or strategic priorities, and no less than every 3 years.

Version No	Approved By	Approval Date	Main Changes	Review Period
1	Trustees	22/FEB/2025		3 years