

Cheshire Halton & Warrington Race & Equality Centre

Executive Committee

Terms of Reference

The Executive Committee is responsible to the Centre for the management of the REC. It is the body with legal and financial responsibility for the organisation.

The REC is a charitable company limited by guarantee and therefore both Charity Law and Company Law applies – voting members of the Executive Committee are therefore both *directors* for the purposes of company law and *trustees* for the purposes of charity law. All elected members must become directors/trustees and those who fill casual vacancies. Members who are co-opted because of their particular skills may choose not to become a director/trustee, but will then be non-voting.

The Executive Committee of the REC is made up of:

- Centre members elected to serve on it by the voting members of the Centre and
- People co-opted to serve on it by the Executive Committee itself

There are spaces for 11 voting and 3 non voting members in total.

Responsibilities of Executive Committee Members

The responsibilities of the Executive Committee include:

- Implementing the policies determined by the Centre
- Financial management, including raising funds and keeping accounts
- The employment and management of staff
- Implementation of the Centre's equal opportunities policy
- Ensuring that the Centre's obligations under the Health & Safety Act, Data Protection Act and other legislation are met
- Obtaining all the necessary insurances
- Management of the Centre's premises

For all these functions the Executive Committee is responsible to the Centre.

Officers of the Committee

The Executive Committee each year elects some of its members to act as honorary officers – Chair, Vice Chair, Secretary and Treasurer.

The **Chair** has to ensure that the Executive Committee functions properly, that everyone is able to contribute fully during the meetings, that all items on the agenda are discussed and that effective decisions are made. The Chair is expected to provide leadership, but must not dominate the meeting or inhibit the contribution of other members. She/he must also know the rules for the conduct of meetings, as set down in the governing instrument. Specific duties include:

- Chairing meetings of the Committee and Centre
- Preparing agendas for meetings for the Committee and Centre (with the secretary)
- Being the figurehead of the organisation. This will often include representing the organisation at other meetings, speaking on its behalf and attending public functions.
- Supporting the Committee, staff and members in carrying out the Centre's objectives
- Ensuring that the Memorandum and Articles of Association are observed
- Line management of the senior member of staff
- Dealing with urgent staff matters
- Taking chair's action when necessary, after consultation with at least 2 other members where possible. Any chair's action must be reported back to the next full Executive Committee meeting

The duties of the **Vice Chair** are to deputize for the Chair when the Chair requests the Vice Chair to do so or when the Chair is unavailable

The **Treasurer's** job is to monitor the organisation's finances on behalf of the whole board, to report regularly on them to the board, and to make sure that money and property are well managed. The treasurer does not necessarily do all book-keeping, record keeping etc, but needs to make sure that they are done and done properly. Specific duties include:

- Ensuring that proper accounts are kept and audited each year by a qualified auditor
- Preparing annual budgets for the Centre and monitor the expenditure of their budget
- Advising the committee and Centre through the Finance & General Purposes Sub-committee on all financial matters as appropriate

- Presenting an income and expenditure report to the Committee at least once a quarter

The **Secretary's** main duties are:

- With the Chair, preparing an agenda for the meetings of the Committee and the Centre
- Ensuring the completion and signing of the Annual Return for the company
- The signing of the director's report in the company's annual accounts
- The completion & signing of various Companies House forms
- The making of applications on behalf of the company to Companies House
- The making of various statutory declarations on behalf of the Company
- The maintenance of the statutory registers of the company
- Attendance at Executive Committee meetings, taking minutes and ensuring that the correct procedures are followed at both Executive Committee and General Centre meetings
- Keeping a check on the progress of the work agreed by the Executive Committee
- Ensuring that the organisation meets its legal obligations, including reporting to the Charity Commission and meeting Charity Law requirements
- Checking that there is a quorum at meetings
- Circulating the papers and previous minutes well in advance of the meeting
- Checking that members have followed through agreed action since the last meeting
- Keeping a list of directors/trustees, plus addresses and telephone numbers
- Ensuring that members are informed of annual general meetings and any special meetings
- Maintaining records of correspondence