



## **Terms of Delegation by the Trustees to the Management Committee**

This document has been created in compliance with S.18 "Delegation by Charity Trustees" of the Constitution of Hickling Broad Sailing Club CIO.

1. The Charity Trustees (the Trustees) of Hickling Broad Sailing Club CIO (the Club), carry the responsibility of complying with the requirements of the Constitution. Their scope touches all aspects of the Club's activities. However, the Management of these remains with the Management Committee, as it did when the club was an unincorporated organisation. The purpose of this document is to explain how the relationship between the Trustees and the Committee (hereinafter termed the Management Committee to distinguish it from the Trustees Committee) should work, and to set necessary limits on the powers that the Management Committee may exercise on the Trustees' behalf.

2. The Trustees intend that the Management Committee should be responsible for the day-to-day management and running of the Club. These include but are not restricted to:

- Programme of activities on and off the water including racing and training activities
- Management of resources
- Management of the Club' premises and Dinghy Park
- Membership
- Fundraising
- Social Activities
- External communications including promoting the Club, the website and social media
- Working towards the development plan
- Ensuring that adequate insurance is in place to cover but not limited to premises, property (e.g. club boats) and all formal Club activities/activities attributable to the Club
- Ensuring policies and risk assessments are in place for all activities

3. At the inception of the charity the existing trustees of the HBSC unincorporated organisation shall become Trustees of the Club. The following trustees are also members of the Management Committee: Commodore, Vice-Commodore, Rear-Commodore, Honorary Secretary, Honorary Treasurer, Honorary Sailing Secretary and Training Principal. The Commodore of the Club serves simultaneously as both a Trustee and Chair of the Management Committee. The Hon. Sailing Secretary chairs the Sailing Sub-Committee and the Training Principal chairs the Training Sub-committee. One other additional member of the charity may also be

a Trustee, making a total of 11 Trustees. The Management Committee may create such further sub-committees as they shall determine subject to the provisions of the Constitution.

4. Any revision to the Constitution requires approval of the Charity Commission. The operating Club/House Rules of the Club together with the Rules relating to the use of Club boats may be changed from time to time as circumstances might require. Any amendment to either would normally be originated by the Management Committee and would require approval of the Trustees.

5. a) The Trustees will normally meet as the Trustees Committee four times a year or as required. The Trustees shall maintain a register of interest and shall at the first meeting of the Trustees following the AGM complete a declaration of interest in the approved form which shall be retained and held with the records of the Club. Thereafter at each meeting of the Trustees until the following AGM each Trustee shall, as the first item on the agenda, be asked to confirm that such Trustee has no knowledge of any event which may have occurred which would give rise to any alteration to the information contained in the original declaration.

b) The Management Committee will normally meet monthly.

c) Trustees and Management Committee members should also attend the AGM, normally held in November. At their meetings, Trustees will be updated on the deliberations of the Management Committee since the Trustees' previous meeting, and similarly, the Management Committee will be routinely updated on proceedings at Trustees' Committee meetings.

6. a) Through the monthly and annual accounts, the Trustees shall review the income and expenditure of Club's financial situation. The Management Committee may commit Club funds on activities and purchases up to a maximum of £1,500. Outlay above that amount shall require the prior approval of the Trustees. Individual members of the Management Committee may spend up to £200 in relation to their area of responsibility within the Management Committee provided that should any such Committee member wish to spend a sum in excess of this amount up to £1,500 they may only do so having obtained the prior approval of 2 Flag Officers or 1 Flag Officer and the Treasurer who shall advise the members of the Management Committee of such expenditure at the next monthly meeting following such approval having been given. In relation to all approved expenditure Committee members shall be required to produce invoices for payment or receipts of payment for all expenditure and not just where reimbursement is sought, apart from items bought on Club accounts where it is expected that the service provider will send an invoice directly to the Treasurer. All work carried out to safety boats or the Committee boat shall be undertaken by an approved company unless otherwise agreed by a Flag Officer.

b) The Management Committee is not to organise any activity, event, course, or function which might be considered to be prejudicial to the Charitable Objects of the Club or might be in breach of any of the Covenants contained in the Club's leases. Further, the Management Committee is not to organise any activity, event, course or function which might be considered to be prejudicial to the reputation of the Club. The Trustees are to be consulted in any instance of doubt.

c) Any two of the Trustees can be empowered to sign legal documents on behalf of the Club subject to a properly constituted meeting of the Trustees taking place and a resolution passed. The Management Committee is required to consult the Trustees at an early stage of any contractual negotiation, and ultimately provide advice to the Trustees in anticipation of the Trustees approval and signature.

d) At the beginning of each financial year of the Charity the Management Committee and the Trustees shall agree and document major Risks facing the Charity and shall agree and implement appropriate mitigation strategies to reduce those risks to levels they agree are acceptable. The Management Committee must ensure that a Policy and Risk Assessment is in place that has identified the major risks that apply to all Club events and activities and any other activities taking place at the Club whether or not such events and activities are run or organised by the Club regardless of whether the Club is open. The Management Committee shall set in place an appropriate response to mitigate those Risks and that procedures for running Club events and activities meet stipulations laid down by the RYA, Such risks areas should include and not limited to Governance, Operational, Financial, External and Compliance with Law and Regulation. Club activity in the Risk area should not be continued until the mitigation of Risk is agreed as acceptable and been implemented. All Policies and Risk Assessments shall be reviewed by the Management Committee each year to ensure it remains appropriate and shall report accordingly.

7. These terms of delegation should be reviewed by both the Trustees Committee and the Management Committee annually. Should either the Trustees or the Management Committee consider that circumstances have arisen where these Terms should be amended in any way immediate action shall be taken to complete such amendments or additions such revisions to be approved by both the Trustee and the Management Committees.

RYA Affiliate Number 008110553 Charity Number 1187111  
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