

Calderdale Family History Society Committee

Terms of Reference (ToR)

1. Purpose of the Committee

The Committee is the executive body of Calderdale Family History Society (“the Society”), responsible for managing the Society’s affairs in accordance with its Constitution, objectives, and policies. Its purpose is to:

- Provide strategic leadership and ensure the Society fulfils its objectives.
- Oversee the Society’s activities, publications, meetings, and member services.
- Ensure sound governance, financial stewardship, and compliance with legal and regulatory requirements.
- Support and coordinate the work of Officers, volunteers, and ex-officio roles.
- Safeguard the long-term sustainability and reputation of the Society.

2. Authority

The Committee derives its authority from the Constitution and is empowered to conduct the business of the Society between AGMs, make decisions on meetings and publications, approve ex-officio appointments, act in emergencies, and recommend the number of elected Committee Members to the AGM.

3. Membership

3.1 Composition

- Officers: President (Honorary), Chair, General Secretary, Membership Secretary, Treasurer. A Vice Chair may also be appointed by the Committee.
- Elected Committee Members: Number recommended annually and approved by the Members at the AGM.
- Ex-officio Members: Appointed for specific responsibilities; no voting rights.

3.2 Eligibility

All Committee Members must be Members of the Society. Officers and Committee Members are elected annually and are eligible for re-election at the AGM.

3.3 Term of Office

One year, from AGM to AGM. There is no maximum term for Committee Members.

4. Meetings

4.1 Frequency

The Committee will meet a minimum of six times per year. Additional extraordinary meetings may be called as required.

4.2 Format

Meetings may be held in person, virtually, or hybrid.

4.3 Notice and Papers

At least 7 days' notice must be given. The General Secretary circulates agenda, minutes, and papers.

4.4 Quorum

A quorum is four Committee Members, with at least one Officer in attendance. Ex-officio Members do not count toward quorum.

4.5 Decision-Making

Decisions are made by simple majority. The Chair has a casting vote. Electronic decisions may be made if urgent.

5. Roles and Responsibilities

5.1 Collective Responsibilities

The Committee collectively oversees governance, membership, publications, data protection, insurance, reporting, and volunteer support.

5.2 Officer Responsibilities

Officers' duties follow the Job Specifications aligned to the Constitution.

5.3 Ex-officio Members

Appointed for specific tasks; may attend meetings without voting rights.

6. Sub-groups and Delegation

The Committee may establish working groups. Sub-groups must report back and cannot commit the Society to expenditure without approval.

7. Conduct and Expectations

Committee Members must act with integrity, maintain confidentiality, declare conflicts, support collective decisions, attend meetings, and promote the Society positively.

Committee Members will treat all individuals with respect and without discrimination based on any protected characteristic.

8. Financial Oversight

The Committee oversees finances, ensures accounts are prepared and audited, approves budgets, and monitors expenditure.

Committee Members may authorise expenditure of up to £20 for Society business without prior Committee approval, where the expenditure is not already covered by an existing approved budget. Any such expenditure must be reported to both the Chair and the Treasurer as soon as reasonably practicable.

9. Risk, Data, and Systems Oversight

The Committee ensures system audits, GDPR compliance, document retention, and risk management.

10. Relationship with the Membership

The Committee ensures transparent communication, responds to enquiries, publishes key information, and promotes participation.

11. Annual General Meeting Responsibilities

The Committee prepares reports, recommends Committee numbers, presents accounts, oversees elections, and ensures compliance with constitutional requirements.

12. Review of Terms of Reference

These Terms of Reference are reviewed and amended only in line with the Constitution.