



**YORK RAILWAY BOWLS  
&  
SOCIAL CLUB**

**CLUB**

**MANAGEMENT**

## **INTRODUCTION**

The York Railway Bowls & Social Club (hereafter referred to as “the Club”) is a Charitable Incorporated Organisation (CIO) registered in England and Wales, Charity Number 1196809. This document sets out the responsibilities of the Club Trustees, its Management Committee and sub-committees. The Club’s Rules and Constitution are set out in a separate document of that name.

### **Board of Trustees responsibilities**

The Board of Trustees (Hereafter “The Board”) takes overall responsibility for the work and governance of the Charity. This means:

- Setting out the Club’s long-term direction and strategy, consistent with and furthering its objectives as set out in its Constitution.
- Safeguarding finances, resources and property ensuring they are used to support and further the Club’s objectives, by, for example, insuring and documenting assets, maintaining financial systems, monitoring income and expenditure, and ensuring the Club is financially sustainable or viable.
- Ensuring legal, constitutional and other obligations are met.
- Being accountable to its members and any others with a stake or interest in the Club - for example, by preparing annual reports and accounts and consulting with members and other stakeholders.
- Being clear about the people who carry out work on behalf of the Club, Trustees, Committee Members and other volunteers – establishing and respecting the boundaries between the governance of the Board and operation of day-to-day matters.
- Ensuring the Board can operate effectively – for example, by receiving the right reports/information, planning the recruitment and induction of Trustees and receiving support to carry out reviews of its impact and performance.

### **Delegation of Trustee responsibilities**

The Board has decided to delegate the day-to-day running of the Club to a Management Committee. The power to allow this delegation comes from Clause 18 of Club’s Constitution as follows:

- (1) *The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions or revoke the delegation.*

## York Railway Bowls & Social Club Organisational Chart April 2022

### Board of Trustees

### Management Committee (MC)

**Chair** – Responsible for ensuring that the Management Committee functions properly, that there is full participation at meetings, all relevant matters are discussed, and effective decisions are made and carried out.

**Secretary** – Responsible for the administration of the Club and its members – membership and membership records, meetings and minutes, safeguarding and welfare, data protection, health and safety, and communication of non-bowling matters.

**Treasurer** – Responsible on a day-to-day basis for the Club's money and keeping financial records. They need to have an overview of the Club's financial position; and provide information to the Management Committee and Board of Trustees to help them both take decisions.

**Premises Manager** – Responsible for The Club's assets (non-financial), maintenance of site and provision of equipment/tools for same; and arranging outside contractors for work where necessary.

**Bar and Social Manager** - Responsible for provision of catering, the bar and the social side of Club's activities.

**Bowling Manager** – Responsible for arrangement and coordination of friendly and competition fixtures (joint club); Coordination of selection Process (all Joint Club Matches); Liaison with Bowls England and YBA; Rink Book; Overview and development of the Bowling Programme; Communication of bowls matters to members and the media where appropriate and managing Joint Club internal competitions.

**Development Officer** - Responsible for recruitment and retention. Organising coaching for potential bowlers and existing members. Organising events for non-bowlers in local community e.g. local schools. Communication of bowls matters via local and social media, where appropriate, to highlight the Club and its activities.

### Sub-Committees (and Responsible MC Postholder)

- S-C chairs may co-opt such people as necessary to carry out their duties and responsibilities. Reports of such meetings to be given at GC meetings.
- A Trustee should be present at any such S-C meetings if not a member in their own right

<b>Admin</b> Chair or Sec	<b>Finance</b> Treasurer	<b>Premises</b> PM	<b>Bar &amp; Social</b> B&SM	<b>Bowls</b> BM	<b>Development</b> DO
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## **Management Committee (MC)**

### **Purpose:**

- To oversee the safe and efficient running of the Club on behalf of the The Board.
- To ensure that the site operates within the financial constraints and plans agreed by The Board.
- To act as the main point of contact between The Board and the sections and Club sub-committees.

### **Functions:**

- To prepare a balanced budget for the site for approval by The Board, taking account of proposed budgets, financial contributions from the clubs/sections and other sources; and the surpluses/deficits from earlier years available for use.
- To agree operational procedures for safe and efficient management of the site taking account of Club policies where relevant, including health and safety, child protection, financial management and risk management.
- To provide guidance to volunteer staff working at the site, having due regard to their roles and health and safety.
- To review maintenance and development needs for the Club facilities and make recommendations (including financial requirements) for meeting these needs.
- To contribute to financial and performance reporting as required by The Board and its Committees
- To contribute to Club's strategic and business planning processes on matters within its remit, when given the opportunity.
- To report progress towards meeting the aims of the Club's long-term direction and strategy

### **Authority:**

- To agree operational procedures for safe and efficient management of the site, provided these are in line with Club's charitable purposes and agreed policies.
- To take day to day responsibility for the practical running of the Club within the agreed budget.
- To make recommendations to The Board of on all matters within The Board's remit.
- To request information and reports from Club sub-committees as required.
- To request written feedback from The Board on any matters that materially affect the site

### **Membership**

- Chair
- Secretary
- Treasurer
- Premises Manager
- Bar and Events Manager
- Bowling Manager
- Development Officer

These postholders are to be elected at the Annual General Meeting (AGM) by all members who are entitled to vote. They shall hold office until the next AGM when they will become eligible for re-election. All nominations should be advised to the Secretary in writing 21 days

prior to the AGM. In the event that there are no nominations for Chair, then the Committee shall select one from amongst its members for a specific meeting.

- A Trustee appointed by The Board

During their term, the Committee may appoint additional members who they feel can make a positive contribution to the Committee's work. (Ideally) the total membership should not exceed 11, but the actual number is at the discretion of the Chair of the Management Committee. All Committee members must be playing, voluntary, life or Speakers Club members of York Railway Bowls and Social Club.

The Committee may invite individuals who are not members of the Committee to attend specific meetings to provide information or advice.

Membership of the Committee, and any changes to it, must be made clear in the minutes of MC meetings

#### **Quorum:**

- The quorum for MC meetings will be **3**.
- If a quorum is not present, the Committee may continue with its business, but any decisions/recommendations made will be subject to ratification at the next quorate meeting or through correspondence.

#### **Meetings:**

- The Committee and sub-committees will meet with sufficient regularity to conduct business and no less than quarterly.
- In the absence of the Chair, those present may appoint an alternative chair for that meeting.
- It may be necessary for the Chair to call a meeting without the presence of all non-quorate members of the Committee, including the Trustees, to formulate and agree strategies for dealing with issues prior to discussion at a Club meeting.
- The Committee must have regard to Club's policy on Trustee Conflict of Interest and apply the same principles to meetings of the Committee.
- Such meetings may be held remotely – e.g. via zoom.
- Standing items on the Agenda will be reviewing Health and Safety and progress towards meeting the Objectives in The Board's strategic plan
- Observers may be invited to attend GC meetings subject to conditions imposed by the Chair of that meeting

#### **Minutes:**

- Minutes must be kept of all Committee meetings that clearly identify the decisions taken, and the reasons for those decisions.
- Minutes must clearly identify any recommendations to The Board for their decision/approval. Where a recommendation is being made, The Board should be provided with all background information to understand the rationale for the recommendation or options being proposed.
- Minutes must be made available to the The Board and members as soon as practicable.

## **Bowling Sub-Committee - Team Selection Process**

The Bowling Manager's responsibilities include the coordination of the selection process for all Joint Club matches, as shown below.

### **Section bowling fixtures**

Each Section should have an appointed captain; and a selection committee for those fixtures that involve that section only. The Bowls Manager needs to be made aware of these arrangements, if only for contact/admin purposes

### **Joint club fixtures**

#### Men

**Top Club, Double Rinks and Marshall Shield** – Selection Sub Committee would comprise Men's Section Captains or delegate, plus Bowls Manager as ex officio member.

This Committee can decide to appoint other Club members as the Team Manager/Captain for each of the competitions, if they so decide and the conditions under which they do so. Section Captains can seek advice/guidance from their Section members as they think fit.

#### Ladies

**Janet Harrow and Ann Wilkinson** (and National Top Club if entered) – Selection Sub Committee would comprise Ladies' Section Captains or delegate, plus Bowls Manager as ex officio member

This Committee can decide to appoint other members as the Team Managers/Captains for each of the competitions, if they so decide and the conditions under which they do so. Section Captains can seek advice/guidance from Section members as they think fit.

#### Men/Ladies

**Tony Alcock, Private Clubs League and Club Friendlies** - Selection Committee would comprise Section Captains or delegate, plus Bowls Manager as ex officio member

This Committee can decide to appoint other members as the Team Managers/Captains for each of the fixtures/competitions, if they so decide and the conditions under which they do so. Section Captains can seek advice/guidance from Section members as they think fit.

## **Review of Management Arrangements**

The Board will review these Terms and Conditions in March 2023, and every three years thereafter.

The Committee may make recommendations to the Board regarding amendments to its Terms of Reference at any time.

