



Selby Scouts Trustee Board

Olympia Sub-Committee Terms of Reference

Purpose	<ul style="list-style-type: none"> - Day to day management of the Olympia HQ property, including maintenance, safety compliance and proposing appropriate hire fees.
Responsibilities	<ul style="list-style-type: none"> - Ensuring the site (including all grounds, buildings and equipment) is safe & secure - Ensure the compliance with all applicable legislation, for example health and safety & accessibility requirements - Ensure risk assessments are performed, reviewed and made available to users - Undertake regular maintenance of the site (grounds, buildings and equipment) - Working with the finance sub-committee, establish an annual budget for income and expenditure - Working with the finance sub-committee and trustee board, propose and draft applications for grant funding - Review hire charges annually and bring any recommended changes to the trustee board for approval - Ensure a development plan for the site is in place, is regularly reviewed, and progress against the plan is being made - Reporting of any conflicts of interests or any relevant business interests - Retention of financial records for at least 6 years following end of year to which they relate - Ensure all relevant POR requirements are met, for example Risk Management, GDPR, Safeguarding - Ensure value for money and achieve efficiencies to optimise use of financial resources
Membership	<ul style="list-style-type: none"> - The sub-committee has a minimum membership of 3 people - Membership of the sub-committee is approved by the board of trustees - The chair of the sub-committee must be a member of the board of trustees - The chair of the sub-committee is approved at the AGM and is appointed for 1 year - The District Commissioner & District Chairman have right of attendance at meetings of the sub-committee
Quorum	<ul style="list-style-type: none"> - 3 members of the sub-committee must be present for meetings to be quorate

Meetings	<ul style="list-style-type: none"> - The sub-committee should meet 3 times per year - The sub-committee may meet more often than this as needs dictate - Meetings may be in person, online or via conference call - A record of decisions and actions made at meetings must be shared with the trustee board - The sub-committee chair can nominate an acting chair if they are unable to attend a given meeting
Reporting	<ul style="list-style-type: none"> - The sub-committee reports to the trustee board - The sub-committee chair will submit a written or oral update at each trustee board meeting - Updates will include: <ul style="list-style-type: none"> • Progress against the site development plan • Actual and projected site usage • Health and safety concerns & updates • A summary finance report to highlight any projected shortfall in income vs expenditure • Any other risks to individuals and the charity posed by the site
Budget & Resources	<ul style="list-style-type: none"> - The sub-committee can approve expenditure up to £X in total per annum and £X per individual transaction - Spend above these levels must be approved by the trustee board
Review of terms	<ul style="list-style-type: none"> - The terms of reference for the sub-committee should be reviewed annually - The sub-committee should make recommendations for changes to the trustee board - The trustee board is responsible for making, or approving changes to, the terms of reference