

# Education Committee

## Terms of Reference

Oxford Bridge Club CIO delegates some of its operations and decision-making to officers and (usually) committees. The chair of any committee is the accountable officer, who acts on behalf of the Board of Trustees. The chair is responsible for ensuring that the committee acts within club policies and Charity Commission guidance and fulfils the terms of reference set out below.

### **Role / Purpose**

The core purposes of the Education Committee are to provide bridge-related education to members and non-members, and to provide a source of students who may become new members of the Club, thereby ensuring the longevity of the Club both in terms of membership numbers and people who are willing to assist in the running of the Club.

The committee is responsible for:

- Teaching bridge to adults, primarily beginners, novices and improvers
- Recruiting bridge teachers
- Arranging higher level teaching subject to demand and resources
- The training of bridge teachers
- Updating teaching material
- Keeping abreast of developments in bridge education including online bridge teaching
- Publicity and bookings for bridge-related educational events
- Maintenance of bridge-related educational information on the club website

The committee sets out to achieve the following outcomes:

- Provision of an annual Bridge course for beginners (Year 1)
- Provision of an annual Bridge course for improvers (Year 2)
- Provision of occasional short courses and seminars for intermediate and more advanced players
- Providing supportive playing sessions with a teaching element such as Supervised Play or themed Hands Practice
- Aim to ensure all activities are of a high quality
- Aim to keep within agreed budget limits.

### **Accountability**

- The committee is accountable to the chair of the committee, who is accountable to the Board of Trustees.
- The committee chair is responsible for reporting to the Board of Trustees, normally on quarterly basis. Minutes of all meetings must be available for trustees.
- The committee will review the relevance and value of its work, and how best to organize it, annually.
- Budget accountability is the responsibility of the chair of the committee (the accountable officer), although day-to-day budget management may be delegated to a member (or members) of the committee.

## **Membership**

- The committee comprises a minimum of 3 and maximum of 12 members. Some members will have specific roles (set out in appendix A). At least one member must be a trustee.
- Membership of the committee is open to any club member with appropriate skills, interest and knowledge. Any member with a potential conflict of interest must declare it (a) before joining the committee and (b) when any relevant issue is being discussed.
- Members are usually appointed (or have their existing appointment confirmed) annually, at the first meeting of the board of trustees after the AGM. New members can join at any time by agreement with trustees.
- It is good practice to keep the normal period of membership at three years (as with trustees). This can be extended where people have valuable skills or knowledge.
- As with trustees, the chair of the committee should aim to develop someone to take over when he or she resigns.

## **Roles and responsibilities**

The role of the committee is set out above. The roles and responsibilities of individual committee members are set out in Appendix A.

## **Making decisions**

Decisions will be made in one of five possible ways:

1. Individual committee members with specific roles can make their own decisions within the limits of their role. They must observe probity, value for money etc.
2. The committee may set up sub-groups to make decisions on specific points, e.g. setting up a new educational course.
3. Major decisions will be made by the committee as a whole. The quorum for any decision is 50% of the committee members, which must include at least one trustee. Decisions shall be made by simple majority of committee members present in the meeting with the chair having the casting vote in the event of a tie. Such decisions are made on behalf of the Board of Trustees, and the committee should follow the same guidance as the board would. Such decisions must be minuted.
4. Exceptionally, on an urgent matter, the chair of the committee can make the decision and inform the rest of the committee later.
5. The chair of the committee must use his or her judgement in assessing which issues should be referred to the Board of Trustees for a decision: If in any doubt, he/she should check with the club secretary or club chairman. Anything involving a payment to a trustee, other than routine payments and expenses, must be referred to the board.

Any potential payment which is material (over £250) and unbudgeted must be cleared with the treasurer before it is committed.

## **Sharing of information, liaison and communication**

- The chair of the committee is responsible for ensuring liaison with the chairs of other committees on issues which may affect them (for instance the use of club space), and for referring any difficult issues to the Board of Trustees.
- The chair of the committee is responsible for ensuring that due confidentiality is followed, that conflicts of interest are avoided, and that the minutes of all meetings are made available to trustees.

## **Amendments / modifications to ToR**

- These Terms of Reference may be amended, varied or modified in writing after consultation and agreement with the Board of Trustees.