Out There Exeter Committee

Terms and Conditions

1. **General Terms**
   1. These terms and conditions apply to all committees of Out There Exeter (the "Charity"), a CIO registered in England and Wales with charity number XXXXX.
   2. These terms and conditions are intended to supplement, but not replace, any provisions in the Charity's governing document relating to committees.
2. **Establishment and Purpose of Committees**
   1. The Charity's Board of Trustees may establish committees from time to time to carry out specific functions or to provide advice on particular areas of the Charity's work.
   2. The purpose of each committee shall be clearly defined in its terms of reference, which shall be approved by the Charity's Board of Trustees.
3. **Committee Membership**
   1. The members of each committee shall be appointed by the Charity's Board of Trustees.
   2. A committee may consist of two or more persons; but at least one member of each committee must be a charity member;
   3. Committee members shall have the necessary skills and experience to carry out the committee's functions effectively.
   4. Each committee shall have a designated committee lead who is a member of the Charity.
      1. The committee lead is responsible for overseeing the committee's work, ensuring that it meets its objectives, and providing a point of contact between the committee and the Charity's Board of Trustees.
      2. The committee lead shall have the following responsibilities:

* Convening and chairing committee meetings
* Preparing and distributing agendas for committee meetings
* Keeping minutes of committee meetings
* Ensuring that the committee's work is carried out in accordance with its terms of reference
* Reporting to the Charity's Board of Trustees on the committee's activities and progress
* Representing the committee in discussions with the Charity's Board of Trustees and other stakeholders
* In the event of the committee lead's absence or inability to fulfil their duties, the committee may appoint a deputy committee lead from among its members to act on their behalf. The deputy committee lead shall have the same responsibilities as the committee lead during their period of appointment.
  1. Committee members may resign at any time by giving written notice to the Chair of the Charity's Board of Trustees.

1. **Committee Meetings**
   1. Each committee shall meet on a regular basis, but at least once every three months.
   2. Meetings may be convened by the Chair of the committee or by a majority of the committee members.
   3. A quorum for meetings shall be constituted by such number of members as is specified in the committee's terms of reference.
   4. Minutes of each meeting shall be kept and made available to the Charity's Board of Trustees.
2. **Committee Powers and Responsibilities**
   1. Each committee shall have the powers and responsibilities specified in its terms of reference.
   2. Committees shall exercise their powers and responsibilities in a manner that is consistent with the Charity's governing document and the Charity's overall objectives.
   3. Committees shall keep the Charity's Board of Trustees informed of their activities and progress.
3. **Conflict of Interest**
   1. Committee members must declare any personal or financial interests that could reasonably be perceived as conflicting with their duties as committee members.
   2. Committee members must not take part in any discussion or decision on a matter in which they have a conflict of interest.
4. **Confidentiality**
   1. Committee members must keep confidential all information that is disclosed to them in the course of their duties.
   2. Committee members must not disclose any confidential information to any third party without the prior consent of the Charity's Board of Trustees.
5. **Termination of Committee Membership**
   1. Committee membership may be terminated by the Charity's Board of Trustees for any of the following reasons:

* Breach of any of these terms and conditions.
* Failure to attend meetings.
* Failure to perform duties effectively.
* Conflict of interest.
* If the committee is no longer needed to fulfil its purpose.
  1. Upon termination of committee membership, all confidential information must be returned to the Charity.

1. **Governing Law**

These Terms and Conditions shall be governed by and construed in accordance with the laws of England and Wales.

1. **Severability**

If any provision of these Terms and Conditions is held to be invalid or unenforceable, such provision shall be struck from these Terms and Conditions and the remaining provisions shall remain in full force and effect.

1. **Amendments**

The Charity may amend these Terms and Conditions from time to time. The Charity will provide Members with notice of any changes to these Terms and Conditions in advance.

1. **Contact Us**

If you have any questions about these Terms and Conditions, please contact us at [info@out-there-exeter.com](mailto:info@out-there-exeter.com).

1. **Version Control**

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| **Version:** | v1.1 FINAL |
| **Date of approval:** | 01/12/2023 |
| **Date of next review is due:** | 01/12/2024 |