

Sussex Archaeological Society - Committee Terms of Reference

Membership and Events Committee

1. **Committee Purpose**

The membership committee is established by the Council to appraise and review the Society's Membership function in more detail than is possible at plenary meetings of trustees, and to advise the Council so that it may make decisions appropriately. In particular the committee will:

- Consider Membership matters including recruitment/retention, the marketing of membership and communications with the membership
- Consider matters relating to *Sussex Past and Present*
- Review the SAS e-newsletter
- Review the Society's website relating to membership
- Review of the members' events programme

2. **Committee remit and tasks**

The major tasks of the Committee are to ensure that all Membership issues are appropriately reviewed and their consequences understood. The Membership and Events committee will be expected to consider:

- Subscription rates
- Trends in membership numbers
- The benefits of membership

The following is a list of matters which (may) come within the terms of reference of the Committee – the list is for the purpose of example only and is not definitive:

- Conferences, talks, visits, walks, etc.

3. **Appointment of Committee Chairman, Membership and Voting**

The Chairman of the Committee must be a member of Council and will be nominated by the Chairman of Council annually after the Society's AGM. The committee members will be appointed by Council on recommendation of the Chair of the Committee. The Chair of the committee may also co-opt other members with appropriate expertise, but members of Council should remain in the majority. Other trustees, staff or advisers may be invited to specific meetings of the Committee if their professional expertise is required. The Society's Membership Secretary, CEO and other senior staff members are ex-officio members of the Committee. If necessary, decisions will be taken by simple-majority voting, with full committee members only voting, including co-optees but not including ex-officio members. The Chairman of the committee shall have a casting vote in the event of a tie.

4. **Meetings**

The Committee should meet three times per annum (normally at minimum twice, at maximum 6 times). Meeting dates are to be determined annually in advance as soon as possible after the appointment of the committee chairman. The approximate meeting periodicity is as follows:

- October, February and June

Additional meetings may be called with at least one week's notice by the Chairman of the Committee to consider urgent or specific issues as they arise.

An agenda will be issued a week prior to each meeting by the Chairman of the Committee and appropriate papers circulated to allow time for consideration. The committee quorum will be 50% of the members (excluding ex-officio).

5. **Powers delegated from Council and use of Society Resources**

The Membership Committee is at all times responsible to the Council. The role of the Committee is to make recommendations to Council. Council will then consider and decide on all Membership Committee recommendations**. The Membership Committee will also consider any issue referred to it by Council. The Membership Committee may not comment or make announcements in the public domain (i.e. via the press, radio, TV, on-line or social media) without agreement from the CEO or Chairman of Council. Where matters are considered which fall within the responsibility of other Committees, the Chairmen of those Committees should also be consulted.

6. **Liaison with Society CEO and delegation to staff**

The committee will need to work in co-operation with the Society's staff and volunteers and should at all times respect the reporting lines of the staff members with whom it is concerned. The Committee should make any requests for information through the appropriate staff member, keeping the CEO informed. The responsibility is reciprocal, and the CEO and senior staff should keep the Committee chair informed in a timely manner of all matters of material importance to the committee, and particularly of matters which are to be referred to Council. In general it is expected that the Chairman of the Committee, the CEO and appropriate staff members will liaise regularly, either together or separately.

The Committee should ensure that its tasks are delegated so that it is able to report to Council on schedule. It should delegate its tasks by agreement with the CEO to ensure that decision-making is not delayed by its deliberations or its schedule of meetings.

7. **Reporting**

Minutes of each meeting will be circulated to members, including those who were not present, within a week of the meeting by the Chairman of the committee and then circulated to all Members of Council prior to the next Council meeting by the CEO with the Council paperwork. The Chairman of the Committee will also report orally to Council when requested.

8. **Compliance with Society rules, Code of Governance requirements, Confidentiality and declaration of interests**

The Committee will comply with the Governance Code and, except where inappropriate, all the rules which apply to members of Council will also apply to members of the Committee.

9. **Accountability: Actions in the event of failure to meet requirements of terms of reference**

The Committee should be cognisant of the currently critical state of the Society's finances and

the importance of successful management in the area of the committee's expertise to the future of the Society's work. It may therefore be necessary for the Chairman of Council to request the Council to reconstitute the membership of the Committee if at any time the Committee is perceived to be failing.

** Although not included in the TOR of any Committee, it is noted here that it is the duty of Council to provide timely feedback to any Committee on the recommendations that any Committee has passed to Council. Similarly, the Council can bring forward new areas for discussion and can refer them to any Committee for deliberation.

Approved by Council 19th July 2016