

STOURBRIDGE HF RAMBLING CLUB

Local Group of HF Holidays Ltd

“TERMS OF REFERENCE”



www.shfrc.org.uk

Club Ethos		
<p>The club performs a positive social role in providing: Access for all to a healthy activity; Companionship; Encouragement of enjoyment of the countryside; Protection of access to countryside.</p> <p>All activities are carried out in the spirit of openness, honesty, trust and friendship and in a manner that fully complies with "The Country Code"</p>		Club Ethos & Rules
The Club		
1)	The Club may maintain such rules as are deemed necessary for the operation of the club in order to ensure that the club complies with legal requirements, safe walking practice and appropriate financial management. Such rules will be drawn up by the committee and approved by the membership where appropriate. In addition the club will maintain a published ethos that sets out the manner in which it wishes to operate.	Club Constitution
2)	The Club shall be administered by a Committee consisting of the President, the General Secretary, the Treasurer, the Membership Secretary, Walk Secretaries and other officers that are deemed appropriate. These 'other officers' shall be appointed for specific roles, in addition a maximum of two general committee members, without specific responsibilities, may be appointed.	Club Constitution
3)	The committee shall prepare a programme of events and circulate details to all members.	Club Constitution
4)	For Club social events and holidays, members will be given priority; if places remain unfilled, the organiser(s) may open the event up to partners and guests of members.	Club Ethos & Rules

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The Committee		
1)	An “Officer” of the Club is a member elected at the AGM/EGM to perform a specific duty for the Club on a regular basis. The Committee shall have the power to co-opt additional members for non-regular duties as necessary. The Committee will determine whether such co-opted members shall be voting members or not.	Club Constitution
2)	The Committee shall manage the affairs of the Club in accordance with the Club’s Constitution and Rules.	Best Practice
3)	The affairs of the Club shall be managed by the Committee which shall meet not less than 4 times each year. The Agenda shall be issued at least a week before the date of the committee meeting. At committee meetings, 5 members or officers shall form a quorum. The result of the meeting shall be recorded and notified to the other Committee Members.	Club Constitution
4)	The committee will be permitted to appoint replacements for posts that become vacant. A vice-president, who may be an existing committee member, may be appointed if the committee deems it appropriate. All such appointments will last until the following AGM/EGM of the Club.	Club Constitution
5)	The committee shall have the power to authorise expenditure. The voting rights of co-opted members will be agreed by the committee at the time of appointment.	Club Constitution
6)	To ensure that the Club operates in a safe and healthy manner and complies with any requirements of its Insurers a committee member or members will be assigned specific responsibility to monitor and report on such compliance. Any necessary actions will be the responsibility of the committee.	Club Constitution
7)	To facilitate management of the club a sub-set of the committee will meet as and when necessary to discuss issues and make proposals for the full committee to approve.	Club Constitution
8)	Committee members must be deemed a ‘Fit and Proper’ person, as acceptable to the HMRC, and be supportive of the club ethos.	Club Constitution
9)	Alterations to the Constitution shall only be made at an AGM or EGM. Any changes must be consistent with the HMRC CASC status of the club. The committee may introduce such rules as are deemed appropriate at any time, any such rules to be approved by the membership at the next general meeting. All rules must be consistent with the Constitution and the law.	Club Constitution

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“TERMS OF REFERENCE”

President		
1)	The President is a figurehead of the Club without any direct responsibilities but shall help promote and oversee the effective management, reputation and integrity of the Club and its Members.	Best Practice
2)	The President will chair Committee, AGM and any EGM meetings. If the President is unavailable another Committee member will fulfil this duty (normally the General Secretary).	Best Practice
3)	The President cannot make decisions affecting the running of the Club independently; all such decisions to be made by the Committee.	Best Practice
4)	In any vote within a Committee, AGM or EGM meeting the President shall have a casting vote in the event of equal votes both for and against.	Best Practice
5)	The President shall produce quarterly and annual reports for the Committee meetings and the AGM.	Best Practice
General Secretary		
1)	The General Secretary shall produce and maintain an annual Administration Timetable identifying key due dates for all deliverables necessary to support the running of the Club.	Best Practice
2)	The General Secretary shall record proceedings and produce minutes of all official Club meetings as set out in the Administration Timetable.	Best Practice
3)	The General Secretary shall produce quarterly newsletters for distribution to the Members. The Newsletter will report on general matters as well as providing the Members with outcomes or agree actions arising from past events or Committee meetings. It shall also include details of future events to be undertaken by the Club.	Best Practice
4)	The Newsletter, once complete shall be sent to the printers for copies to be made for the current membership at that time as informed by the Membership Secretary. The printed copies shall be sent to the Programme Distribution officer in accordance with the Administration Timetable.	Best Practice

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“TERMS OF REFERENCE”



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Treasurer		
1)	Accurate accounts shall be kept by the Treasurer and shall be inspected by an appropriate person appointed by the Committee for the purpose.	Club Constitution
2)	The Treasurer shall comply with and follow the procedures set out in the “Financial Rules for SHFRC”.	Best Practice
3)	The Treasurer shall maintain the “Financial Rules for SHFRC” any proposed changes to be submitted for approval by the Committee.	Best Practice
4)	The Treasurer shall report on the current status of the Club’s accounts at the Committee meetings. An annual financial report shall be prepared for the AGM and printed for Members attending the AGM.	Best Practice
5)	The Treasurer shall facilitate an annual audit of the Club’s accounts with the Club’s selected agent and report the outcome to the Committee.	Best Practice
6)	The Treasurer shall produce quarterly and annual reports for the Committee meetings and the AGM.	Best Practice
Membership Secretary		
1)	The Membership Secretary shall maintain a database of all current Members recording address and contact details. The database shall be updated with all changes notified to the Membership Secretary.	Best Practice
2)	The Membership Secretary shall maintain the “All Members” group address on the Club’s MS Outlook account with the Members latest email address as advised to the Membership Secretary.	Best Practice
3)	The Membership Secretary shall deal with any enquiries submitted to the Club from new potential members (including guest walkers) providing Club information and joining instructions.	Best Practice
4)	The Membership Secretary shall maintain the Club’s Membership Application form and introductory letter any proposed changes to be submitted for approval by the Committee.	Best Practice
5)	The Membership Secretary shall report any changes to the membership at Committee Meetings and provide the current number of Members and households for distribution of the quarterly documents to the Members.	Best Practice
6)	The Membership Secretary shall produce an annual report for the AGM.	Best Practice

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Walk Secretaries		
1)	The Walk Secretaries shall be responsible for providing walk details for their quarterly programme from volunteer leaders submitting details of their proposed walk/s for that quarter.	Best Practice
2)	The Walk Secretary shall decide on the appropriateness (i.e. location, distance and/or grade) of any walk submitted for which they are responsible for before including them on their programme.	Best Practice
3)	Once their programme is complete the Walk Secretaries shall provide it to the Publicity Officer in accordance with the Club's Administration Timetable. The format for submitting this information shall be agreed with the Publicity Officer.	Best Practice
4)	Each Walk Secretary shall produce quarterly and annual reports on their walks for the Committee meetings and AGM.	Best Practice
Rights of Way Officer		
1)	The Rights of Way (RoW) Officer shall be responsible for liaising with appropriate representatives of district and county councils responsible for the maintenance and development of public paths within their jurisdiction.	Best Practice
2)	The RoW Officer is the Club's representative on all matters concerning access to public pathways and in particular any aspect of them that are hazardous or present risks to the health of any walker using them.	Best Practice
3)	The RoW Officer shall take up matters arising directly on behalf of the Club or encourage Members to report individual cases via the Club's website.	Best Practice
4)	The RoW Officer shall be responsible for maintaining the content on the Rights of Way section hosted on the Club's website. Any hazards or risks encountered on any of the Club's walks due to the poor state of the pathways should be reported via this facility, the RoW Officer shall provide assistance to any Member or Walk Leader on how to do this.	Best Practice
5)	The RoW Officer shall produce quarterly and annual reports for the Committee meetings and the AGM.	Best Practice

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www.shfrc.org.uk

“TERMS OF REFERENCE”

Publicity Officer		
1)	The Publicity Officer shall collate the quarterly programme from information provided by the Walk Secretaries.	Best Practice
2)	The Publicity Officer shall be responsible for maintaining the standard programme templates and any electronic templates used to input walk details.	Best Practice
3)	The Publicity Officer shall be responsible for the printing of programmes and delivering the printed output to the Distribution Officer in accordance with the Club's Administration Timetable. The printed programmes shall be on a mix of paper and card quantities of each as advised by the Membership Secretary.	Best Practice
4)	The Publicity Officer shall be responsible for sending weekly emails to the Members providing start and additional details of the forthcoming weeks' walks as submitted to the Publicity Officer by the Walk Leaders.	Best Practice
5)	Weekly emails to Members should be distributed using “Blind Copy” (BCC) to the 'All Members' group email on the SHFRC MS Outlook system.	Best Practice
6)	The Publicity Officer shall be responsible for maintain the SHFRC walks database held on the SHFRC MS Outlook account. Once updated with the previous quarters walks the Publicity Officer will produce an updated print copy of the 'SHFRC Walk Programme History' incorporating the updated number of walks led by the “Super” walk leaders (those that have led more than 45 walks).	Best Practice
7)	The Publicity Officer shall be responsible for maintaining the “SHFRC Walk Programme History” template with any amendments submitted to the Committee for approval.	Best Practice
8)	Periodically or on request the Publicity Officer shall produce a history of walks for a nominated member in recognition of the contribution that Member has made to the Club. The template for such reports is maintained by the Publicity Officer.	Best Practice
9)	The Publicity Officer shall oversee and help to organise all publicity and marketing initiatives approved by the Committee.	Best Practice
10)	The Publicity Officer shall prepare quarterly and annual reports for the Committee meetings and AGM.	Best Practice

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Local Group of HF Holidays Ltd



www.shfrc.org.uk

“TERMS OF REFERENCE”

Programme Distribution Officer		
1)	The Programme Distribution Officer is responsible for the distribution of all group correspondences to the membership including quarterly programmes, newsletters and other documents such as Club holiday forms.	Best Practice
2)	Paper copies of the quarterly programme are retained for distribution to the nominated Committee Members.	Best Practice
3)	All documents are to be distributed to the Members in accordance to the Club's Administration Timetable (or as agreed by Committee) subject to receipt of those documents in a timely manner from the document originators.	Best Practice
Welfare Officer		
1)	The Welfare Officer shall be primarily responsible for communicating 'Get Well' cards for those Members suffering any illness or 'Sympathy' cards to the family's of a recently deceased Member.	Best Practice
2)	The Welfare Officer acts on behalf of the Club.	Best Practice
3)	The Welfare Officer shall prepare quarterly and annual reports for the Committee meetings and AGM.	Best Practice
Website Officer		
1)	The Website Officer shall be responsible for maintaining the Club's website and the appropriateness and integrity of its' content	Best Practice
2)	The Website Officer shall be responsible for ensuring that all obligations to the website provider are maintained in accordance with the terms of their agreement.	Best Practice
3)	The Website Officer shall prepare quarterly and annual reports for the Committee meetings and AGM.	Best Practice
Committee Members		
1)	Committee Members do not have any direct responsibilities but do represent the broader membership of the Club.	Best Practice

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“TERMS OF REFERENCE”

Walk Leaders		
1)	Leaders have the right to cancel rambles in exceptional circumstances but must inform the relevant Walks Secretary and make every effort to inform potential walkers.	Club Ethos & Rules
2)	Leaders shall take every precaution to avoid trespassing.	Club Ethos & Rules
3)	Leaders should pioneer their rambles, assess potential risks and make every effort to minimise the hazards of the route and forewarn participants.	Club Ethos & Rules
4)	Only assistance dogs are allowed on rambles after agreement with the walk leader to ensure it is safe and practicable to so do.	Club Ethos & Rules
5)	If a leader is unable to be present, he or she is expected to find a competent substitute leader and he or she must notify the relevant Walks Secretary of the change.	Club Ethos & Rules
6)	Walk Leaders should advise members of hazards as they are encountered and members should act accordingly to ensure they remain safe.	Club Ethos & Rules
7)	Leaders reserve the right to refuse to take anyone they consider to be unsuitably equipped or insufficiently experienced for their walk.	Club Ethos & Rules
8)	A back marker must be appointed.	Club Ethos & Rules
9)	Be familiar with and follow the guidance in the Don't Just Follow! Lead! (DJFL) pamphlet issued to all members. In particular see: <ul style="list-style-type: none"> • Preparation & Pioneering • Book the Walk • Walk the Walk • Rights of Way • Gradings • Length of Walks • Reducing the Risks • Map Reading • Health & Safety 	Don't Just Follow! Lead!
10)	Walk Leaders shall submit (preferably by email) detail of their walks to the Publicity Officer 1 week in advance. The additional detail shall include: <ul style="list-style-type: none"> • Start location and directions for getting there • Additional hazards such as number of styles • A telephone contact number for the day of their walk (not home number). 	Best Practice
11)	The Walk Leader shall take contact details of any guest walkers and submit them to the Membership Secretary in a timely manner	Best Practice

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“TERMS OF REFERENCE”

Back Markers		
1)	The Back Marker shall ensure that no Member on the walk falls behind the main group or if a Member or Members stop for any reason that their whereabouts is known and that they are given time to catch up with the main group. The Back Marker should make the Walk Leader aware of any such instances.	Best Practice
2)	The Back Marker is responsible for closing any gates or returning any form of access to its' former status prior to access by the walking group.	Best Practice
Members (Walkers)		
1)	Members accepting lifts must each pay the driver, on the day, the amount specified by the Club as a contribution towards travelling costs, based on mileage.	Club Ethos & Rules
2)	Members on rambles should follow the country code.	Club Ethos & Rules
3)	Parents, and/or guardians and carers shall be fully responsible for the safe custody of their Junior Members or vulnerable adults whilst on any Club walk or activity.	Club Ethos & Rules
4)	Before taking part in any walk Members should assess their own capability against the grade, distance and additional information provided. If there are any concerns Members should contact the Walk Leader in advance for guidance.	Best Practice
5)	Members participating on any walk have a shared responsibility to consider the safety and well being of their fellow walkers. Should any walker be encountering difficulties Members should immediately inform the Back Marker/Walk Leader.	Best Practice
6)	Members should keep any walker immediately behind them in sight particularly to ensure they are aware of any changes in direction en route.	Best Practice
7)	Any Member who needs to stop for any reason and is likely to fall behind the main group the Member should inform the Back Marker. The Member should always be aware of the position of the Back Marker to be able to return to the main group.	Best Practice
8)	Members should follow the Country Code and adhere to additional walk and route guidance put forward by the Walk Leader and/or Back Marker.	Best Practice

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AGM		
1)	<p>The financial year shall end on December 31 and the AGM shall be called within 3 months, at which</p> <p>(a) all the Officers shall give reports of the year's activities,</p> <p>(b) any necessary elections shall be held (see item 4),</p> <p>(c) annual subscriptions and passenger fare contributions shall be approved, any change coming into immediate effect unless agreed otherwise at the AGM,</p> <p>(d) The General Secretary must be informed in writing, at least one calendar month before the meeting, of any item to be raised.</p> <p>AGM's will require a minimum of 10% of the members to be present to be quorate. Approval of appointments and motions will be by simple majority.</p>	Club Constitution
2)	<p>The President shall be elected by members at an AGM/EGM to serve for a maximum period of 3 years, and, on retiring, shall not be eligible for re-election as President for a period of 3 years, or to any other office in the Club for a period of one year. A candidate for the position of Club President shall be an active walking member of the Club, shall have been a club member for at least the preceding 3 years and shall have a proposer and 3 seconders, at least one of whom shall be a serving Committee member.</p>	Club Constitution
3)	<p>All other Officers shall be elected annually at the AGM/EGM; the retiring Officers shall be eligible for re-election.</p>	Club Constitution
4)	<p>The General Committee members, if required, shall be elected at an AGM/EGM, each member to serve on the Committee for 3 years. They shall not be eligible for re-election until one year has elapsed since the date of their retirement from the committee.</p>	Club Constitution
5)	<p>All appointments become effective from the end of the AGM/EGM.</p>	Club Constitution
6)	<p>If there are 2 or more candidates for any appointment as an officer, the matter shall be decided by secret ballot amongst the members attending the AGM/EGM.</p>	Club Constitution
7)	<p>If there are more nominees for General Committee Members than are required, a secret ballot shall be held amongst the members attending the AGM/EGM. Each member will be invited to vote for any number of candidates up to the required number.</p>	Club Constitution
8)	<p>An Extraordinary General Meeting may be called by the unanimous decision of the Committee or by the written application to the General Secretary of not less than 15% of the membership of the Club, The application must state the proposal or proposals to be discussed. The date of the meeting shall be not less than 21 days after receipt of the application by the General Secretary. The date, time, agenda and venue for the meeting shall be notified to all club members by the General Secretary.</p>	Club Constitution

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“TERMS OF REFERENCE”

	EGM's will require a minimum of 10% of the members to be present to be quorate. Approval of appointments and motions will be by simple majority, except in the case of Dissolution.	
9)	<p>Proposals</p> <p>Any Member may submit a proposal for consideration at the AGM. Proposals should in the first instance be submitted to the General Secretary no later than 4 weeks prior to the AGM. Notification of any proposals to be considered at the forthcoming AGM will be included in the weekly email prepared by the Publicity Officer as a News Bulletin item.</p> <p>The Proposer will read out their proposal at the AGM and provide as necessary any background or context supporting it.</p> <p>Any Member attending the AGM can question, discuss or challenge the proposal. On conclusion of the discussion a ballot by show of hands will determine whether the proposal is accepted or rejected. Any actions arising will be documented in the minutes of the AGM.</p> <p>Any Member attending the AGM can submit a counter-proposal for consideration by the attendees. If a counter-proposal is submitted a ballot on the counter proposal will be carried out which if successful will override the original proposal.</p>	Best Practice
<p>Committee Meetings</p>		
1)	Committee Meetings shall be held in accordance with the Club's Administration Timetable. Committee members who are unable to attend should inform the General Secretary in advance of the meeting.	Best Practice
2)	Committee Meetings shall be held within the spirit of the Club's Ethos promoting openness and honesty. The Ethos encourages active participation with every opportunity for committee members to share their own point of view and ideas under 'Chatham House Rules' i.e. what is said in the meeting stays in the meeting and is not to be shared with any of the wider membership.	Best Practice
3)	Any Committee member can propose a vote on any topic discussed so as to reach a conclusion arrived by majority. Any decisions made by the Committee will be recorded in the minutes of the meeting.	Best Practice
<p>Walks</p>		
1)	All accidents/injuries sustained on a walk must be reported immediately to the Walk Leader, who in turn must ensure that the Treasurer is notified of the incident immediately on the walks completion.	Quarterly Programme

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