

4.13 The Documentation Sub-Committee – Terms of Reference

General

Set up by the Club Council as required.

Composition

- Two members appointed by the Club Council.
- Executive support at the Sub-Committee Leader's discretion.
- Others by specific invitation.

Notes

- a) The Documentation Sub-Committee Leader will be appointed, from and by its members.

Responsibilities

1. To define structure and layout of all documentation.
2. To make relevant documentation available as appropriate throughout the Club.
3. To review and steward the Articles of Association, Standing Orders, Protocols, TORs and all Governance type documents used as working principles within the Club.
4. To consider proposals to amend any of the documents listed in 3 above and make recommendations for change to the Club Council.
5. To provide, maintain, and review a procedure for Configuration Control, particularly to ensure that amendments can only be made to documents by compliance with this procedure.

Authorities

1. To task relevant bodies to provide documents as listed in Responsibility 3 above.
2. To edit documents to maintain consistency of purpose, standards, and uniformity within the Club as defined within the responsibilities.

Accountabilities

3. To the Club Council.