

## 6.0 Glossary of Terms

### **Annual General Meeting**

A meeting to which all members are invited held each year by both the Association as a whole and all Local Groups

### **Attendance Return**

The number of Members and Guests attending Member Communities events, to be reported to Member Communities team in Britannia House

### **Auto Cycle Union**

The governing body for all motorcycle related activities

### **Boundless by CSMA**

The new trading name adopted by the Association in May 2016

### **Britannia House**

The name of the Head Office building in Brighton

### **Budget**

The funds required by Groups to operate their activities

### **Club Council**

The elected body who governs the Member Communities Groups chaired by the Deputy Club Leader

### **Club Management Group**

A sub-committee of the Club Council chaired by the Club Leader

### **Club Leader**

An individual member elected every 3 years who leads the Member Communities

### **Club Treasurer**

An individual member elected every 3 years who is primarily responsible for the Member Communities finances

### **Communique**

A regular update circulated by the Member Communities team to any interested members

### **Club Council Chair**

An individual member elected every 3 years who deputises for the Club Leader as required

### **Group Chairman/Leader**

A member elected each year to lead the Group and chair the organising committee

### **Group Secretary**

A member elected each year to be the principle point of contact for the Group and responsible for the Group's Administration

### **Group Treasurer**

A member elected each year to be responsible for the Groups finances

### **Groups Networking Meeting**

Regular large-scale meetings for representatives of all Groups to meet with the Club Leadership

### **Honoraria**

An annual payment offered to Club Officers

### **Imprest Request**

The method by which Groups request funds from head office, from within their budget.

### **Independent Council Member**

An individual member elected every 2 years to sit on the Club Council

### **Interest Group**

Nationally based, volunteer led Member Communities Groups who organise events and activities around a specific interest area, such as motoring, camping and caravanning or social breaks.

### **Junior Membership**

An Associate Membership open to 10–17-year-olds

### **Local Group**

Volunteer led Member Communities Groups based around specific geographical locations

### **Local Group Representatives**

Member who are annually elected to represent the views of the Local Groups on the Club Council

### **Member Communities**

The generic terms for the volunteers and Groups within the Association

### **Member Communities Team**

The full-time employees based in Britannia House, employed to support the Member Communities

### **Motorsports UK**

The governing body for all motorsports and motoring related activities

**Quarterly Base Account**

A detailed breakdown of a Groups expenditure and income

**Single Event Notice**

An online form required to be completed prior to an event being approved and publicised

**Terms of Reference**

The rules and guidelines by which a Group/Panel/Committee must operate

**Popular Acronyms Used:**

AGM – Annual General Meeting  
CSMA – Civil Service Motoring Association  
C&C – Camping and Caravanning  
CVG – Classic Vehicle Group  
CMG – Club Management Group  
ICM- Independent Council Member  
LGRs – Local Group Representatives  
MSG – Motorsports Group  
QBA – Quarterly Base Return  
SEN- Single Event Notice  
ToR – Terms of Reference