

## 4.9 Low Overhead Groups– Terms of Reference

### Introduction

The Club Council may form a LOG to meet one of the following criteria:

- To organise a specific type of event
- To temporarily permit a Local Group to continue operating
- To meet the requirements of a group of members

Note (i) A LOG can be considered if there is a reason to form a Group to organise a specific type of event, with the intent that when the events prove to be popular, sufficient members may come together to form a Local Group as defined in 4.8a above.

Note (ii) A LOG can also be considered if an existing Local Group is unable to function as a Local Group as defined in Section 4.8 above, but the Club Council believes that the transformation into a LOG will allow that Group to continue to offer benefits to members and that the LOG may, at a future date, revert to Local Group status.

For the purposes of administration, the provisions of 4.8b & 4.8c shall apply to a LOG.

A LOG shall be organised by a Leader appointed by the Club Council who shall submit reports on a regular basis to the Member Communities Team.

The LOG finances shall be authorised by the Club Treasurer and administered by the Member Communities Team. The LOG's quarterly accounts shall be submitted to the Member Communities Team. A LOG will not have a bank account.

### Terms of Reference

#### General

Set up by the Club Council pursuant to Sections F32-33 of the Articles of Association.

#### Objective

To be a simple structure and process for providing events and activities for members in an area.

## Composition

1. Group Representative
2. Further assistants as needed

## Notes

- a) The Group Representative can be identified by any member and proposed to the Club Council for approval.
- b) The Group Representative may appoint further members to assist them.
- c) Only Voting Members of the Association as defined in the Articles of Association may be appointed to the Group Committee.
- d) The Group Representative will liaise with the Member Communities Team regularly.
- e) No committee meetings will be required, nor any obligation for attendance at other meetings.
- f) Any funding required will be provided directly by the Member Communities team.

## Responsibilities

1. To identify, organise and host a diverse range of activities and events in their local area.
2. To engage members and encourage them to take part in all Boundless by CSMA activities both locally and nationally.
3. To liaise with the Member Communities Team for financial and marketing requirements, and further support.
4. To complete Single Event Notices and Attendance Sheets for each event and send to the Member Communities Team.
5. To escalate any matters for the attention of the Club Council directly to the Club Council Chair.

## Authorities

1. To identify and appoint additional members as necessary.
2. To propose events and activities to the Member Communities Team.
3. To promote activities compatible with the Boundless by CSMA ethos.
4. To nominate and mandate representatives on an ad-hoc basis to any meetings at the invitation of the Club Council.

### Accountability

1. To the Member Communities team.
2. To the Club Council.
3. To the membership of the Association.