

4.11 Club Management Group – Terms of Reference

General

Set up by the Club Council, under Authority 6 of its Terms of Reference.

Composition

- Club Leader
- Club Council Chair
- Club Treasurer
- Head of Member and Business Operations
- Member Communities Manager

Eligible for Attendance

- One Governor
- Others by specific invitation

Notes

- a) The Club Leader will normally chair the CMG meeting and will report on CMG business to the Club Council.
- b) In the absence of the Club Leader the Club Council Chair will chair the CMG meeting and will report on CMG business, as appropriate, to the Club Council.

Responsibilities

1. To facilitate the development, agreement and implementation of the 3-year Member Communities Strategy and Objectives.
2. To monitor the Member Communities Key Performance Indicators (KPIs) and prepare reports for the Club Council and CSMA Board.
3. To monitor the activities of the Member Communities Groups, including highlighting any existing or potential issues and formulating solutions for consideration by the Club Council (if appropriate).
4. To act as regular point of communication between the Club Leadership and the Member Communities team.
5. To monitor and consider all Health and Safety incidents and reports.
6. To undertake projects and initiatives as authorised by the Club Council.
7. To task Vice Presidents or other Association Officers with carrying out specific projects and to monitor progress as necessary.

8. To provide feedback on Britannia House led initiatives from the member's perspective.
9. To establish arrangements to ensure that the Member Communities meets its statutory obligations.

Accountabilities

1. To the Club Council.
2. To the Executive for effective stewardship of all support provided to the Club.