# Sunderland Strollers Running Club

## Committee: Terms of Reference

**Definitions**

In this document the following words and expressions shall, unless the context otherwise requires, have the following meanings:

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| "**EA**" | means England Athletics; |
| "**Club**" | means Sunderland Strollers Running Club; |
| "**Committee**" | means the committee of the Club, as appointed from time to time; |
| "**Constitution**" | means the constitution of the Club, as updated from time to time; |
| "**Meeting**" | means a Committee meeting of the Club; |
| "**Member**" | means a paid-up member of the Club, whether a first-claim member, second-claim member, honorary member or social member; and |
| "**UKA**" | means UK Athletics. |

**Purpose**

- The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club.
- The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Constitution.
- The Committee may delegate to any person, company or sub-committee any of its powers or functions, the implementation of any of its decisions or the day-to-day management of the affairs of the Club by such means, to such an extent, in relation to such matters or areas and on such terms as they may determine in accordance with the Constitution.
- The Committee shall exercise its rights, powers and duties and shall where appropriate use its best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Purpose (set out below) and in accordance with the rules and regulations of EA and UKA for the time being in force.

  NOTE: *As an unincorporated association, the Committee of the Club acts akin to the role of a board of directors in a limited company. Whilst the duties of a company director are not strictly applicable to an unincorporated association, we would wish to highlight the duties as set out in sections 171-177 of the Companies Act 2006*[1].

[1] https://www.legislation.gov.uk/ukpga/2006/46/

*In particular, the Club wishes to highlight the duty set out at section 172 and ask Committee members at all times to act in the way that they consider, in good faith, would be most likely to promote the success of the Club for the benefit of its Members as a whole.*

- The purpose of the Club as set out in its Constitution is for the public benefit generally and with particular reference to the inhabitants of Sunderland and its surrounding area:
    - to promote community participation in healthy recreation by providing (a) facilities for athletics, including: cross country running, road running, road relay running, fell and hill running and ultra running; and (b) coaching, competition and other services to support these activities; and
    - to provide and assist in the provision of facilities for sport, recreation and other leisure time occupation of such persons who have need for such facilities by reason of their age, infirmity or disability, poverty or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their conditions of life.

**Membership**

- The Committee shall consist of a minimum of four Members, including the following:
    - Club Chair;
    - Club Treasurer;
    - Club Secretary;
    - Welfare Officer; and
    - Members to deal with areas such as membership, coaching plus any other Members elected at a General Meeting.
- As at the date of this document, the Committee comprises 15 members.

**Meeting Arrangements**

- **Frequency**: Every two months, normally in January, March, May, July, September and November.
- **Dates**: Normally the Meetings will be held on the second Monday of the month, apart from in January and March where they will be held on the second Tuesday due to the annual beginners group.

  However, this can change depending on availability and other events. The date for the next Meeting, wherever possible, is agreed and noted at the conclusion of the previous Meeting.
- **Notice**: Meetings will be called with a minimum of 7 days' notice. Where the Meeting date was agreed/notified at the previous Meeting and has not changed, valid notice has been given.
- **Location**: Beacon of Light, normally in one of the classrooms located on the left as you enter. Should the location be changed from the Beacon, Committee members will be notified in advance.
- **Time**: Meetings are held 7:00pm – 8:30pm. Committee members will be notified in advance if the Meeting time is changed.

- **Chair:** Meetings of the Committee shall be chaired by the Chair or the Club Secretary or their deputy The chair of the Meeting shall, subject to there being no conflict of interest, have a casting vote in the event of a tie.

- **Conduct of Meetings:** Subject to the provisions of the Constitution, the Committee may regulate its proceedings as it thinks fit.

- **Quorum:** The quorum for Meetings is 2/3rds of the total number of Committee members rounded up to the nearest full number. At the date of this document, the quorum is 10.

  Where the quorum is not met, the Meeting will proceed however any decisions will not be validated until the next Meeting, or alternatively via a vote using the Committee's Facebook page.

- **Attendance:** All Committee members should attend each Meeting wherever possible. In the event a Committee member cannot attend, they should notify the Club Secretary as soon as possible and certainly in advance of the Meeting, to ensure where possible the Meeting will be quorate.

  As per the Constitution, a Committee member cannot nominate anyone to attend a Meeting or vote in their place.

- **Conflict of Interest:** Each Committee member shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts or may possibly conflict with their duties to the Club.

  If the non-conflicted Committee members deem there to be a material conflict, the conflicted Committee member should withdraw from that part of the Meeting and shall not have a vote.

**Meeting Content**

- **Committee update reports and agenda Items:** The Club Secretary will send a request prior the Meeting with a deadline date and email address for all Committee members to submit any updates and or request agenda items. This will usually be around 10 days before the Meeting to enable the agenda to be circulated around 7 days before the Meeting.

  Please write your report from a third-party role-based perspective rather than using the first person, e.g. 'the Club Secretary discussed with the Chairman" rather than 'I discussed with Liz". This helps anyone reading the papers in the future to better understand the context and content without needing to know the names of those involved at the time.

- **Agenda items:** These can be requested by Committee members and also where applicable, Members. Agenda items should be set out in a way that the Committee can review in advance and make an informed decision.

  Where the intention is that a Committee member wants the Committee to share its ideas or solutions in respect of an agenda item, this should be requested prior to the Meeting, as meeting time is limited. With this in mind:

  - Be factual, without judgement or written in a way that could be triggering or offensive to others;
  - Include an overview of the situation, any impact including cost, time, benefit etc.;
  - Include any other options available or considered and any recommendation; and

- Clearly state the proposal which is to be voted on.

There will be an opportunity for Committee members to ask questions to clarify their understanding of any proposal.

- **Any Other Business:** This is reserved for any unexpected or exceptional items that arise after the agenda has been circulated which need urgent Committee attention. In all instances, any AOB will require both the Club Secretary and Chair's approval in advance to be tabled at the Meeting.

  NOTE: *This is to support full transparency and prevent any items being raised without notice and awareness avoiding unexpected discussions where Committee members have not been provided the opportunity to consider responses in advance.*

**Committee Decisions**

- All decisions for the Committee to make at a Meeting should be raised as part of a Committee member's update report for inclusion as an agenda item (above guidance for agenda items applies).
- In the circumstance where a decision is required before the next Meeting, this should be presented via the Committee's Facebook page for a vote (above guidance for agenda items applies).
- The Club Secretary will confirm the outcome when a quorum is met; no action should be taken until this happens.
- Where applicable, Committee decisions will be shared with all Members or relevant Members, this will be agreed in the Meeting.

**Meeting Minutes**

- Minutes will be shared by the Club Secretary after each Meeting at the Club Secretary's earliest opportunity. Committee members should review these minutes and feed back any corrections required within 7 days of receipt.
- The Minutes of the previous Meeting will then be agreed at the commencement of the next Meeting.
- Committee members will only receive minutes for Meetings held during the time they held a Committee position.

**Confidentiality**:

- Save where expressly stated, for example where it is important to gauge the viewpoint of Members on a matter, business discussed in Meetings is private and should not be shared with Members or those outside of the Club.
- Meeting minutes are also confidential and should not be shared outside of the Committee.
- Allegations of sharing confidential Committee business shall be investigated by the Club Secretary under the Club's Grievance and Disciplinary Policy, as amended from time to time.

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| This policy was last approved: | DATE: 15 September 2025 | By: Committee |
| This policy was updated and approved: | DATE: 2 November 2026 | By: Committee |