

Fairfield Association Subgroup Terms of Reference

Subgroups are wholly accountable to the main Fairfield Association Committee and Trustees (FACT). They are empowered to meet as often as they see fit, but should take minutes and circulate these to FACT:

- i) **Accountability** Subgroup meetings must be minuted and circulated to FACT so that the officers and trustees of the Fairfield Association know in detail what has been discussed and decided, and so that further discussion and approvals can take place as required. The minutes will also be posted on the relevant section of the website for all to access.
- ii) **Finance** All spending must be properly agreed and receipted as set out below.
 - a. Any major decisions in terms of spending, events, affiliations, agreements or communication with other organisations must be made by the Fairfield Association Committee or FA subgroup where that subgroup has been given specific authority for an area of spending. Actions must be agreed beforehand by the main FA committee or a sub-committee.
 - b. If a decision is needed between meetings, including those which involve expenditure, communication or action of any kind, this needs to be checked with the chair and, where possible, the other elected officers too.
 - c. In particular, unitary decisions relating to expenditure are unacceptable, even in the case of small sums. Receipts for expenditure which have not been agreed will not be accepted.
 - d. Since the treasurer is required by the auditors to ensure that **all** monies go through the FA books, all money must be handed to the treasurer before expenses are deducted. The proper procedure is to hand in all the takings and to hand in receipts for **agreed** expenses. In the case of doubt, guidance should be sought from the treasurer.
- iii) **Meetings** The subgroup will meet as often as is needed but must report back to the main FA meeting on **every** occasion. To begin with, subgroup meetings are likely to be monthly and there will be an advanced agenda giving the possibility of email debate in the lead up to meetings. Notification of meetings and minutes of meetings will appear on the Fairfield Association website and agendas will be circulated to subgroup members and Fairfield Association officers and trustees in advance of meetings. Members should ask for items to be put on the agenda in advance of meetings and Any Other Business should only be used as a last resort for the introduction of significant new items.
- iv) **Organised Events:** Events organised by the subgroup will be the business of the Fairfield Association in order to guarantee they comply with the Health and Safety policy and are covered by the FA's public liability insurance. As such events need to be notified to FACT in advance, ideally no later than the FA meeting immediately prior to the proposed event.
- v) **Membership of the Subgroup** Meetings of the subgroup will be open to all those who are interested and want to attend, in the same way that Fairfield Association committee meetings are open events.
- vi) **Officers** The subgroup is to agree officers (chair and secretary) at their first meeting under the auspices of the FA and to report back to FACT accordingly. These posts can be on a rolling basis and there is no need to elect officers annually, merely to inform the FA of any changes.

Adopted by FACT on 21/11/2012