



The Friends of Mount Edgcumbe Country Park

Registered Charity No. 295261

Patron: The Earl of Mount Edgcumbe



Friends of Mount Edgcumbe Policy Document

Executive Committee Structure and Officers' Terms Of Reference

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SECTION 1 - INTRODUCTION

Executive Committee Structure and Officers' and Members Terms of Reference

Executive Committee Structure and Officers' Terms of Reference

This document outlines the structure of the Friends of Mount Edgumbe (FoMECP) Executive Committee and the terms of reference (TORs) for the Officers and Members of the Executive Committee. The document has been produced for guidance only and cannot be definitive since all eventualities cannot be envisaged.

The Executive Committee shall comprise the Chairman, Vice Chairman, Secretary, Membership Secretary and Treasurer of the Friends and not more than ten other members and representatives of members' organisations/ groups/firms; such members and representatives to be elected at the Annual General Meeting of The Friends.

The Officers of the Friends shall be:

- a) Chairman, Vice Chairman, Secretary, Membership Secretary and Treasurer
- b) Any other such Officers as the Friends may from time to time appoint.

The TORs for the Officers are detailed in sections 2.1 – 2.5. The estimated overall amount of time required to fulfill the responsibilities allocated to an Officers' role is outlined in a short statement at the start of each of the Officers' TORs, with a more detailed (estimated) amount of time allocated to each of the specific responsibilities detailed within the terms of reference.

A general TOR relating to the non-officer posts on the Executive Committee (i.e. members) is detailed in section 2.6.

Some members of the Executive Committee will sit on other sub-committees relating to the FoMECP, e.g. Annual Car Rally Committee. The time expended on sub-committee tasks will vary from each sub-committee, but would not normal be greater than 12 hours per annum.

All of the tasks outlined are carried out in accordance with and as described in the General, Finance, Reserves and Data Protection Policies of The Friends' and this, together with an Insurance Policy, limits any liability that Executive Committee Members may have as Trustees of the Charity.

SECTION 2 TERMS OF REFERENCE

2.1. CHAIRMAN'S TERMS OF REFERENCE

The following is a guide to the tasks undertaken by the Chairman of the FoMECP Executive Committee and provides an estimate of the minimum time required to undertake such tasks – approximately 125 hours per year. Various initiatives, occurrences or events may inevitably require more time, however other members of the Committee should be available to assist.

General Overview of the Role

The Chairman is elected year by year on an annual basis at the Annual General Meeting. In general terms, the Chairman is responsible for the leadership/management of the Friends' Executive Committee to ensure that the charity is carrying out the purposes for which it is set up and no other purpose.

Whilst no formal qualifications are required to undertake the role of Chairman, it is essential that he/she is personable, articulate and has good oral and written communication skills. Moreover, all members of Executive Committee must meet specific Charity Commission requirements, and it is essential therefore, that the incumbent of the Chairman post must be able to demonstrate and promote the highest standards of integrity and probity. The incumbent is required to attend (within reason) all meetings of the Executive Committee.

To meet the requirements above, the Chairman is required to monitor all aspects of the Charity's activity and provide regular reports (principally verbal) to the Executive Committee on such activities – the incumbent also chairs the Executive Committee meetings. The Chairman is required to represent the Friends' membership at regular meetings with the Mount Edgcombe Park Management and also at the Plymouth/Cornwall Joint Committee meeting. The Chairman has a pivotal role in Charity Commission-related matters that impact the Friends, and must maintain currency with relevant Charity Commission publications. The Chairman, assisted by other members of the Executive Committee, is required to conduct an annual review of compliance with Charity Commission guidelines.

The Chairman is responsible for the production/dissemination of regular reports to the Joint Committee, Annual General Meeting and the Friends' Journal.

The Chairman is one of the principal spokespersons for the Friends to the press/public.

All aspects of the tasks undertaken by Chairman on behalf of the Friends are done so in line with best practice and in compliance with the FoMECP Constitution, all FoMECP policies, Charity Commission guidance and relevant legal requirements.

Specific Responsibilities of the Role

The specific responsibilities of the Chairman are as follows:

- 1. Attendance at Meetings of the Executive Committee**

- a. The meetings usually occur at 7.30 in Mount Edgcumbe House on the first Monday of each month.
- b. At each Executive Committee meeting, the Chairman signs the minutes of previous meeting and chairs the meeting. The Chairman also approves the draft minutes of a meeting once received from the Secretary.
- c. Time expended:
 - i. Approval of draft minutes – 0.25 hour per meeting.
 - ii. Attendance at meetings – 3 hours per meeting.

2. Attendance at Sub-Committees.

- a. The Chairman of the FoMECP is also a member of the joint FoMECP & Cornwall Hospice Care Annual Car Rally Committee, which meets monthly from January to August each year.
- b. Time expended – 2.5 hours per meeting

3. Attendance at the Annual General Meeting

- a. The meetings usually occur on a Sunday in March each year at Mount Edgcumbe.
- b. The Chairman presides over the Annual General Meeting at the end of the year following his/her election and provides a detailed report for the meeting (see Reports below). The Chairman approves the draft minutes of the Annual General Meeting once received from the Secretary.
 - i. Time expended – 4 hours per meeting.

Note – The Chairman is also required to preside over any Extraordinary General Meeting that may be called/required.

4. Attendance at the Joint Committee Meetings

- a. The meetings occur twice per year at Mount Edgcumbe.
- b. The Chairman attends and represents the Friends at the twice-yearly Plymouth City Council and Cornwall Council Joint Committee Meetings.
- c. The Chairman is required to submit a report (see Reports below) to the Joint Committee prior to each meeting and to discuss the report at the meeting.
 - i. Time expended – 3 hours per meeting.

5. Attendance at the Mount Edgcumbe Park Management Meetings

- a. The meetings occur at regular intervals throughout the year.
- b. The Chairman attends regular meeting with the Mount Edgcumbe Park Management to discuss topical matters and/or matters the Chairman/Executive Committee want to raise with the Park Management team. The Chairman updates the Executive Committee on the outcome of the meetings at the next convenient Executive Committee meeting.
 - i. Time expended – 1 hour per meeting, approximately quarterly.
- c. In addition to meeting with the Park Management, the Chairman acts as the Friends' first point of contact (telephone/email) for any Park or Friends issues the Park Management want a Friends' input/action on.
 - i. Time expended – approximately 1 hour per week.

6. Charity Commission

The Charity Commission, and the guidance documents it produces, has an impact on all of the activities undertaken by the Friends. To ensure the Friends meets the Charity Commission requirements, the Chairman is responsible for:

- a. Ensuring he/she maintains currency with all relevant Charity Commission guidelines/publications.
 - i. Time expended - on going.
- b. Overseeing an annual review of FoMECP policies to ensure compliance with current Charity Commission requirements and/or the requirement for changes/additions to FoMECP policies.
- c. Providing an Annual Trustees Report (see Reports below) to the Charity Commission.

7. Reports.

The Chairman is responsible for the production of the following reports:

- a. Chairman's Annual Report – the Chairman is responsible for producing an annual report each year to be presented at the Annual General Meeting. The report outlines the key activities the charity has been involved in during the preceding year.
 - i. Time expended – 3 hours per report.

- b. Joint Committee – The Chairman is required to submit a report detailing the current activities/key issues of the Friends to the Joint Committee prior to each meeting of the committee.
 - i. Time expended – 2 hours per report.

- c. Friends' Journal - The Chairman is responsible for producing an article for publication in each issue of the Friends' Journal (3 issues per year – January, May and September). The article highlights key issues relating to the Friends, recent or forthcoming Friends events (e.g. car rally) and other relevant issues the Chairman wants to bring to the attention of membership.
 - i. Time expended – 3 hours per report.

- d. Charity Commission Trustees Annual Report – The Chairman is responsible for producing an annual report on the Charity's activities.
 - i. Time expended – 3 hours per report.

8. Friends' Events/Activities

As Chairman of the Friends Executive Committee, he/she will be required to lead, or be involved in, other one-off tasks and be expected to run or assist with some of the activities/social events organised by the Friends. Such events include, but not limited to, distribution of the Friends' Journal (3 times per year) the annual car rally, Easter Egg and Halloween Trails.

2.2. VICE-CHAIRMAN'S TERMS OF REFERENCE

General Overview of the Role

The Vice-Chairman is elected year by year on an annual basis at the Annual General Meeting. In general terms, the role of the Vice-Chairman is to assume the role of Chairman during periods when the Chairman is absent for whatever reason. During periods when the Chairman is present, the Vice Chairman role is similar to that of other non-officer posts on the FoMECP Executive Committee, the ToRs for which, are detailed in Section 6 of this document.

If the Vice Chairman is required to temporarily assume the role of Chairman, the workload is not overly demanding in terms of time/effort but he/she would be expected to undertake any/all of the duties outlined in the Chairman's ToRs. This includes, but is not limited to, chairing Executive Committee and/or Annual General Meetings, producing reports and attendance at the Joint Committee and/or Park Management meetings.

Should the Chairman leave the post prior to an AGM the Vice-Chairman would take on the role of Chairman.

Whilst no formal qualifications are required to undertake the role of Vice-Chairman, it is essential that he/she is personable, articulate and has good oral and written communication skills. Moreover, all members of Executive Committee must meet specific Charity Commission requirements, and it is essential therefore, that the incumbent of the Vice-Chairman post must be able to demonstrate and promote the highest standards of integrity and probity. The incumbent is required to attend (within reason) all meetings of the Executive Committee.

The Vice Chairman is one of the principal spokespersons for the Friends to the press/public.

All aspects of the tasks undertaken by the Vice-Chairman on behalf of the Friends are done so in line with best practice and in compliance with the FoMECP Constitution, all FoMECP policies, Charity Commission guidance and relevant legal requirements.

2.3. SECRETARY'S TERMS OF REFERENCE

The following is a guide to the tasks undertaken by the Secretary of the FoMECP Executive Committee and provides an estimate of the minimum time required to undertake such tasks – approximately 105 hours per year. Various initiatives, occurrences or events may inevitably require more time, however other members of the Committee should be available to assist.

General Overview of the Role

The Secretary is elected year by year on an annual basis at the Annual General Meeting. In general terms, the role of the Secretary is to support the Chairman in ensuring the smooth functioning of the FoMECP Executive Committee.

Whilst no formal qualifications are required to undertake the role of Secretary, it is essential that he/she is personable, articulate and has good oral and written communication skills. Moreover, all members of Executive Committee must meet specific Charity Commission requirements, and it is essential therefore, that the incumbent of the Secretary post must be able to demonstrate and promote the highest standards of integrity and probity.

The role of Secretary is not overly demanding in terms of time/effort but it does require a constant effort dealing with Executive Committee meetings and general FoMECP-related correspondence/administration throughout the year. The incumbent is required to attend all meetings of the Executive Committee.

To meet the requirements above, the Secretary is required to ensure that all Executive Committee meetings, Annual General Meetings and, if required, Extraordinary General Meetings are properly publicised, organised and recorded in formal minutes for each meeting. The Secretary is responsible for retaining/archiving all relevant FoMECP-related documents (e.g. minutes of meetings). In addition, the Secretary must maintain accurate records of all correspondence received/sent by the Executive Committee and any legal or Charity Commission-related documents signed by members of the Executive Committee.

The Secretary is one of the principal spokespersons for the Friends to the press/public.

All aspects of the tasks undertaken by Secretary on behalf of the Friends are done so in line with best practice and in compliance with the FoMECP Constitution, all FoMECP policies, Charity Commission guidance and relevant legal requirements.

1. Organisation of and Attendance at Executive Committee Meetings

The incumbent is required to attend (within reason) all meetings of the Executive Committee.

- a. The meetings usually occur at 7.30 in Mount Edgcumbe House on the first Monday of each month.
- b. Prior to each meeting, the Secretary is required to consult with the Chairman to agree an agenda for the meeting, and once agreed, distribute the agenda to all Executive

Committee members and inform them of the date/time of the meeting in a timely manner.

- i. Time expended – 1 hour per meeting.
- c. At each Executive Committee meeting, the Secretary presents the minutes of the previous meeting to the Chairman for his\her signature and retains/archives the signed minutes – The Secretary notes any change requirements to the minutes and actions them accordingly, i.e. amends and re-issues after the meeting.
- d. The Secretary maintains a record of each Executive Committee meeting (discussions/actions etc.) which is used to prepare drafts minutes of the meeting.

- i. Time expended – 3 hours per meeting.

2. Executive Committee Minutes

- a. The Secretary is required to prepare a set of draft minutes of each Executive Committee meeting – using the notes taken at each meeting – and forward the draft to the Chairman for approval. Once approved, the Secretary is required to forward a copy of the minutes to all Executive Committee members.

- i. Time expended – 2 hours per meeting.

3. Organisation of the Annual General Meetings (AGM)

- a. The meetings usually occur on a Sunday in March each year at Mount Edgcumbe.
- b. When a date has been agreed for the AGM (usually done at an Executive Committee meeting in mid October), the Secretary is required to book a speaker and confirm the venue with the Park Management.

- i. Time expended – 1 hour per meeting.

- c. The Secretary is required to prepare a draft AGM agenda for approval by the Chairman, and once agreed the Secretary is required to send the agenda, date/time/venue of the meeting and details of the guest speaker to the FoMECP Journal Editor for inclusion in the Winter (January) edition of the Journal.

- i. Time expended – 1 hour per meeting.

- d. The Secretary is also required to ensure that an item is included in the agenda regarding any matters of which a member has given 21 days notice to the Secretary in writing. In the event of receipt of such a request, the Secretary must, in the first instance, forward it to the Chairman for consideration/advice and action as directed by the Chairman.

- i. Time expended – 1 hour per meeting (if requests are received).

4. Attendance at the AGM

- a. At each AGM, the Secretary presents the minutes of the previous meeting to the Chairman for his\her signature and retains/archives the signed minutes.
- b. The Secretary maintains a record of each AGM (discussions/actions etc.) which is used to prepare drafts minutes of the meeting.

- i. Time expended – 4 hours per meeting.

5. AGM Minutes

- a. The Secretary is required to prepare a set of draft minutes of each AGM – using the notes taken at each meeting – and forward the draft to the Chairman for approval. Once approved, the Secretary is required to forward a copy of the minutes to all Executive Committee members.

- i. Time expended – 2 hours per meeting.

- b. The Secretary is required to provide the minutes of the AGM to the FoMECP Journal Editor for inclusion in the Spring (May) edition of the Journal.

- i. Time expended – 1 hour per meeting.

Note – The Secretary is also required to organise, publicise and attend any Extraordinary General Meeting that may be called/required.

6. Charity Commission & FoMECP Policies & Documents

The FoMECP is required to adhere to a number of Charity Commission-related documents, FoMECP policies and other legal requirements to maintain its charity status. To ensure all existing and potential members of the Executive Committee understand Charity Commission/Legal requirements for holding posts as Trustees of the FoMECP Charity, it is essential they receive the relevant policies/documents outlining such requirements. To meet this requirement the Secretary is responsible for:

- a. Issuing prospective members of the Executive Committee with an Eligibility Information sheet and access to the Charity Commission CC3 document.
- b. Providing new members of the Executive Committee with access to copies of the FoMECP Constitution and the FoMECP General, Financial, Reserves and Data Protection policies.

- c. Ensuring that all members of the Executive Committee annually sign the Charity Commission Trustee Eligibility Declaration, Automatic Disqualification Declaration and Register of Interests forms. The Secretary is also responsible for ensuring all signed Charity Commission forms are retained/archived.

- i. Time expended – 1 hour per month.

7. Friends' Events

Members of the Friends Executive Committee will be required to lead, or be involved in, other one-off tasks and be expected to run or assist with some of the activities/social events organised by the Friends. Such events includes, but not limited to, distribution of the Friends' Journal (3 times per year) the annual car rally, Easter Egg and Halloween Trails.

2.4. MEMBERSHIP SECRETARY'S TERMS OF REFERENCE

The following is a guide to the tasks undertaken by the Membership Secretary of the FoMECP Executive Committee and provides an estimate of the minimum time required to undertake such tasks – between 120 & 150 hours per year. Various initiatives, occurrences or events may inevitably require more time, however other members of the Committee should be available to assist.

General Overview of the Role

The Membership Secretary is elected year by year on an annual basis at the Annual General Meeting. No formal qualifications are required to undertake the Membership Secretary role. In general terms, the Membership Secretary administers all aspects of membership of the FoMECP and works closely with other members of the Executive Committee to maintain/improve membership numbers.

Whilst no formal qualifications are required to undertake the role of Membership Secretary, it is essential that he/she is personable, articulate and has good oral and written communication skills. Moreover, all members of Executive Committee must meet specific Charity Commission requirements, and it is essential therefore, that the incumbent of the Membership Secretary post must be able to demonstrate and promote the highest standards of integrity and probity.

To meet this requirement, the Membership Secretary actions all applications for new membership and plays a pivotal role in the annual membership renewal process which occurs in January each year. The Membership Secretary is usually in attendance on the FoMECP stalls at the main FoMECP-led annual event – i.e. car rally - and also at the annual Green Man and Christmas Fair events run by the Mount Edgcumbe Park staff. The Membership Secretary's role at such events is to promote the FoMECP and attract new members. In addition, the Membership Secretary assists the Chairman of the FoMECP with the review of Charity Commission guidelines/documents and review/maintenance of FoMECP policies – in particular the General Policy and the Data Protection Policy.

The role of Membership Secretary is not overly demanding in terms of time/effort but it does require a constant effort dealing with new member applications and general membership queries throughout the year. The incumbent is required to attend all meetings of the Executive Committee. In addition, the Membership Secretary is required to submit regular reports to the Executive Committee and produce 3 reports per year, which are published in the Friends' Journal. Specific timings for these activities are difficult to estimate as these vary throughout the year, but it should be noted that there is an increased workload for the Membership Secretary during the annual renewal of membership in January each year and other spikes of activity during the year that do impact on the workload of the Membership Secretary.

The Membership Secretary is one of the principal spokespersons for the Friends to the press/public.

All aspects of the tasks undertaken by the Membership Secretary on behalf of the Friends, are done so in line with best practice and in compliance with all FoMECP policies – with particular focus on the Finance Policy – Charity Commission guidance and relevant legal requirements.

Specific Responsibilities of the Role

The specific responsibilities of the Membership Secretary are as follows:

1. Attendance at meetings of the Executive Committee

The incumbent is required to attend (within reason) all meetings of the Executive Committee.

- a. The meetings usually occur at 7.30 in Mount Edgcumbe House on the first Monday of each month.

- i. Time expended – 3 hours per meeting.

- b. Prior to each meeting, the Membership Secretary prepares a report detailing the current total number of members (by each membership class) and any other information relevant to the membership role.

- i. Time expended – 1 hour per report.

2. Attendance at the Annual General Meeting

- a. The meetings usually occur on a Sunday in March each year.

- i. Time expended – 4 hours per meeting.

Note – The Membership Secretary is also required to attend any Extraordinary General Meeting that may be called/required.

3. Enrolment of New Members

- a. Enrolment of new members is an on-going activity throughout the year.
- b. The work includes receipt and processing new applications – preparation and posting of a Welcome Pack - comprising a welcome letter (standard template), membership card, overview of benefits of membership and a copy of the latest Friends' Journal – to all new members.
- c. The Membership Secretary also maintains a database (excel spreadsheet) of all members of the FoMECP on behalf of the Executive Committee.
- d. The Membership Secretary is also responsible for informing all new members of the FoMECP privacy/data protection policy in relation to the members' personal data provided on application forms, and to instruct all new members where the FoMECP Constitution and General, Financial, Reserves and Data Protection policies can be located.

- i. Time expended – varies month on month with more activity during the summer months – approximately 3/4 hours per month (maximum).

4. Annual Renewal of New Members

- a. Annual renewal occurs on 1st January each year and is either paid in cash/cheques or direct to the Friends' account.
- b. Payments are also made to the Friends' account via bank standing order.
- c. Cheques/cash are usually sent direct to the Membership Secretary's home address.
- d. The renewal process includes processing of all cash/cheque payments received via the post. Postal renewals usually arrive from late December until mid January.
- e. Accessing the Friends' bank account (electronically) and printing off statement(s) of all renewals – usually requires access on a number of days to capture all renewals.
- f. Updating the master database of membership of the FoMECP.
 - i. Time expended – this is the most concentrated and intensive element of the Membership Secretary's role. The activity is spread across a 10/15 day period in early January each year and requires approximately 20/25 hours of work.

5. Preparation of the Tri-Annual Friends Journal

- a. The Membership Secretary plays a pivotal role in the preparation/distribution of the Friends Journal, which is published 3 times a year – January (winter Edition), May (Spring Edition) and September (Summer Edition).
- b. The Membership Secretary writes a short report (approximately 200 words) for each of the journals.
 - i. Time expended – 1 hour per journal.
- c. The Membership Secretary creates a list of names and addresses of all members from the master database he/she maintains and prints the list onto individual labels that he/she sticks to envelopes used to post journals to members.
 - i. Time expended – 2 to 3 hours per journal.
- d. The distribution of the journals is a joint effort usually attended by the majority of the Executive Committee. The process takes place at Mount Edgcombe House and involves the placing of journals into the addressed envelopes produced by the

Membership Secretary – the Membership Secretary should attend all journal distribution events.

- i. Time expended – 3 hours per event.

6. Maintenance of Membership Forms

- a. The Membership Secretary is responsible for the review, maintenance, reproduction and distribution of all membership-related forms.
- b. The primary membership-related forms are: an application form (2 versions – one hard copy and one web-based version), benefits of membership form and gift aid forms.
- c. Review and maintenance is an on-going task requiring minimal changes to the existing forms.
- d. Reproduction is done on an as-required basis – in general the annual printing requirement is 500/600 forms – most of which are the hard-copy application forms. Increased numbers of forms are required for large Park events – e.g. Car rally, Green Man, Christmas fair etc. Any cost of reproduction incurred by the Membership Secretary can be recovered from the Treasurer.
- e. Distribution of forms is done in 3 ways – 1) publication on the FoMECP website – this is done by the web editor and has little impact on the Membership Secretary – 2) displayed in numerous areas/retail outlets throughout the Park (the Membership Secretary delivers the forms to the various outlets) - 3) at major events in the Park e.g. car rally etc.

- i. Time expended – estimated (average) 1 to 2 hours per month.

7. Ad Hoc Administration Task

- a. The Membership Secretary is responsible for the purchase of various stationery items to be able to undertake his/her role e.g. paper, envelopes stamps etc. All cost incurred are recovered from the Treasurer.

- i. Time expended – 6 hours per year.

8. Friends' Events

Members of the Friends Executive Committee will be required to lead, or be involved in, other one-off tasks and be expected to run or assist with some of the activities/social events organised by the Friends. Such events includes, but not limited to, distribution of the Friends' Journal (3 times per year) the annual car rally, Easter Egg and Halloween Trails.

2.5. TREASURER'S TERMS OF REFERENCE

The following is a guide to the tasks undertaken by the Treasurer of the FoMECP Executive Committee and provides an estimate of the minimum time required to undertake such tasks – between 120 & 150 hours per year. Various initiatives, occurrences or events may inevitably require more time, however other members of the Committee should be available to assist.

General Overview of the Role

The Treasurer is elected year by year on an annual basis at the Annual General Meeting. In general terms, the Treasurer has a watchdog role over all aspects of the Friends' financial management and works closely with other members of the Executive Committee to safeguard the organisation's finances.

Whilst no formal qualifications are required to undertake the role of Treasurer, it is essential that he/she have good numeracy and oral/written communication skills. Moreover, all members of Executive Committee must meet specific Charity Commission requirements, and it is essential therefore, that the incumbent of the Treasurer's post must be able to demonstrate and promote the highest standards of integrity and probity.

To meet this requirement, the Treasurer administers/monitors all financial aspects of the charity and provides regular reports to the Executive Committee on its financial status/health. In addition, the Treasurer has a pivotal role in Friends-related budgeting and financial strategic planning, financial and management reporting, risk assessment and risk management.

The role of Treasurer is not overly demanding in terms of time/effort. Notwithstanding this, the incumbent is required to conduct regular and on-going monitoring of 2 bank accounts and make regular visits to the bank/post office to pay in cash/cheques throughout the year. The Treasurer is required to attend all Executive Committee meetings. In addition, the Treasurer is required to submit regular financial reports to the Executive Committee and produce an annual report, which is presented at the Annual General Meeting. In addition, the Treasurer assists the Chairman of the FoMECP with the review of Charity Commission guidelines/documents and review/maintenance of FoMECP policies – in particular the General Policy and the Finance Policy.

Specific timings for the activities undertaken by the Treasurer are difficult to estimate as these vary throughout the year, but it should be noted that there are spikes of activity – e.g. annual renewal of membership and production of the annual financial report in January and December respectively each year - that do increase the workload of the Treasurer.

All aspects of the tasks undertaken by the Treasurer on behalf of the Friends, is done so in line with best practice and in compliance with all FoMECP policies – with particular focus on the Finance Policy – Charity Commission guidance and relevant legal requirements.

Specific Responsibilities of the Role

The specific responsibilities of the Treasurer are as follows:

- 1. Attendance at meetings of the Executive Committee**

The incumbent is required to attend (within reason) all meetings of the Executive Committee.

- a. The meetings usually occur at 7.30 in Mount Edgumbe House on the first Monday of each month.
 - i. Time expended – 3 hours per meeting.
- b. Prior to each meeting, the Treasurer prepares a financial report detailing the current financial status of the charity – the reports are distributed to Executive Committee members prior to each meeting, and the Treasurer provides a short briefing on the report at the meeting.
 - i. Time expended – 1 hour per report.

2. Attendance at the Annual General Meeting

- a. The meetings usually occur on a Sunday in March each year.
 - i. Time expended – 4 hours per meeting.
- b. The Treasurer provides a copy of the audited annual financial report financial report (see Additional Reports below) detailing the financial status of the charity, for publication and discussion at the Annual General Meeting – the Treasurer may be required to answer specific questions regarding the annual financial report at the meeting.

Note – The Treasurer is also required to attend any Extraordinary General Meeting that may be called/required.

3. Reports.

The Treasure is responsible for producing a number of reports. They are:

- a. Annual Financial Report – an annual financial report produced in early January each year – the report is subject to an external audit and presented at the Annual General Meeting.
 - i. Time expended – 5 hours per report.
- b. HMRC – a report submitted to HMRC to reclaim money gifted as part of the Gift Aid system. The submission(s) must be made at least annually and should be regularly checked for accuracy. The Membership Secretary will provide the list of members registered for Gift Aid.
 - i. Time expended – 3 hours per report.

- c. Charity Commission – an annual report on the charity’s finances. The Treasurer maintains a small database for this activity.
 - i. Time expended – 2 hours per report.
- d. HMRC & Charity Commission – an up to date list of all Executive Committee members
 - i. Time expended – 1 hour per year.
- e. Friends’ Journal – a report/article for publication in each issue of the Friends’ Journal (3 issues per year – January, May and September). The report is approximately 200 words long and outlines the current financial status of the Friends’.
 - i. Time expended – 3 hours per report.

4. Administration of FoMECP Bank Accounts

- a. The FoMECP has two bank accounts maintained solely by the Treasurer: a business account with Santander and a deposit COIF Charity Fund with CCLA.
- b. The Treasurer has delegated authority to transfer funds between the two accounts. Such transfers will be recorded (spreadsheet) and included in subsequent financial reports.
- c. The Treasurer maintains all remote access to the Business Account. *Note: There is currently no remote access to the COIF Charity Fund. The Membership Secretary has read-only access to the Business Account.*
- d. The Treasurer monitors all activity on the Friends’ bank accounts (this is done on multiple occasions throughout each week).
 - i. Time expended – 3 hours per month.

5. Income and Expenditure

- a. The Treasurer maintains a spreadsheet of income and expenditure, which is to be sent (electronically) to the Chairman and Membership Secretary each month so that it can be verified against the monthly report.
 - i. Time expended – 1 hour per month.
- b. Income - the Treasurer deposits any cash/cheques (at any post office or Santander branch) on an as-required basis.

- c. Expenditure – this can be made by either cheque or bank transfer (BACS).
 - i. All expenditure must have the prior approval of the Executive Committee and be recorded in the relevant committee meeting minutes. In exceptional; circumstances – e.g. when an urgent payment is required - the Treasurer is to obtain a verbal agreement (followed by email confirmation) from the Chairman or his/her deputy to make the payment. Such actions are to be reported to, and retrospectively agreed by, the Executive Committee at the next committee meeting after the payment is made.
 - ii. Cheques issued on behalf of the Friends are to be signed by 2 officers of the Executive Committee. *Note:- the Treasurer maintains a list of authorised signatories of cheques for the FoMECP account.*
 - iii. Time expended – varies month-on-month - average is 3 hours per month.
- d. The Treasurer will retain all income/expenditure invoices and receipts for submission to the designated external auditor of the Friends annual accounts.
- e. The Treasurer is responsible for arranging for the annual account to be audited.

6. Financial Records

- a. The Treasurer archives/retains all Friends-related financial records (written or electronic) for a minimum of 7 years.

7. Friends' Events

Members of the Friends Executive Committee will be required to lead, or be involved in, other one-off tasks and be expected to run or assist with some of the activities/social events organised by the Friends. Such events includes, but not limited to, distribution of the Friends' Journal (3 times per year) the annual car rally, Easter Egg and Halloween Trails.

2.6. NON-OFFICER TERMS OF REFERENCE

The following is a guide to the tasks undertaken by the non-officer members of the FoMECP Executive Committee and provides an estimate of the minimum time required to undertake such tasks – between 40 and 60/70 hours per year – dependant on whether the member leads/assists in FoMECP-led events (see below). Various initiatives, occurrences or events may inevitably require more time, however other members of the Committee should be available to assist.

General Overview of the Role

The Members of the FoMECP are elected year by year on an annual basis at the Annual General Meeting. In general terms, the role of a Member is to support the Chairman of the Executive Committee in ensuring that the Charity is carrying out the purposes for which it is set up and no other purpose.

To meet the requirement above, Members of the Executive Committee undertake a variety of roles ranging from review of FoMECP-related reports to leading/assisting in the organisation of FoMECP social events. Members also assist at Park-led but it should be noted that a members' involvement in either FoMECP or Park events is purely voluntary and, if a member does participate, the member determines the amount of time expended.

Whilst no formal qualifications are required to sit as a member of the Executive, all members of Executive Committee must meet specific Charity Commission requirements, and it is essential therefore, that all members must be able to demonstrate and promote the highest standards of integrity and probity.

All aspects of the tasks undertaken by members of the Executive Committee on behalf of the Friends are done so in line with best practice and in compliance with the FoMECP Constitution, all FoMECP policies, Charity Commission guidance and relevant legal requirements.

Specific Responsibilities of the Role

The specific responsibilities of the Members of the Executive Committee are as follows:

1. Attendance at meetings of the Executive Committee

The incumbent is required to attend (within reason) all meetings of the Executive Committee.

- a. The meetings usually occur at 7.30 in Mount Edgcumbe House on the first Monday of each month.
- b. All members are required to attend Executive Committee meetings
 - i. Time expended – 3 hours per meeting.

2. Attendance at the Annual General Meeting

- a. The meetings usually occur on a Sunday in March each year.

b. All members are required to attend the Annual General Meeting.

i. Time expended – 4 hours per meeting.

Note – Members are also required to attend any Extraordinary General Meeting that may be called/required.

3. Review of Reports/Documents

The FoMECP Executive Committee produces or receives a large number of reports/documents throughout the year covering a variety of topics. These include monthly/annual Treasurer's reports, Executive Committee and AGM minutes, Charity Commission guidelines, FoMECP policy updates, Historic England reports and Joint Council and Park Management updates/reports.

To ensure the Executive Committee properly interprets all of the reports/ documents/policies it produces/receives, it is essential that all Executive Committee members review them and provide comments back to the Secretary/Chairman.

a. Time expended – it is difficult to estimate how much each individual member spends on this task, but it is unlikely to exceed 1 hour per month.

4. FoMECP-led Events

The FoMECP primary source of income, and interaction with its members is achieved by staging activities/social events throughout the year. These include, but not limited to, the annual Car Rally, Easter Egg Hunt, Halloween Trail and Curry Lunch. In addition a number of ad hoc events – e.g. Breakwater Visits, and Antiques Fair are staged. The success of these events relies heavily on volunteers supporting/organising them and much of this effort comes from members of the Executive Committee.

a. Time expended – it is difficult to estimate how much each individual member spends on this task, as it depends on the type and number of events the Member is involved in. Typical times are:

i. Assisting at an event – 3 to 4 hours per event.

ii. Leading an event – 15 – 20 hours per event.

5. Other Activities

In addition to the above, there are a number of other essential activities undertaken by Members of the Executive Committee. These include, but not limited to – Publicity, management of the FoMECP web site and organising and/or manning the Friends Lodge. The effort expended on these vary month-on-month but with the exception of the Lodge-related activity, typically attract approximately an hour a month of effort for those Members that undertake the tasks. Lodge related activity is dependant on how much an individual volunteers to work the Lodge.