

APPENDIX 3

TERMS OF REFERENCE OF THE HAUTOBOIS SUB-COMMITTEE

The Hautbois Committee (hereinafter referred to as 'The Committee') is a sub-committee of the Executive Committee of The Guide Association Anglia Region (hereinafter referred to as 'Anglia').

1. MEMBERSHIP:

- The Chairman, appointed by the Chief Commissioner for Anglia
- The Chief Commissioner for Anglia or the Deputy Chief Commissioner, or another trustee of Girlguiding Anglia appointed by the Chief Commissioner (ex officio)
- One (1) County Commissioner of Anglia, appointed by the Chief Commissioner for Anglia (on the recommendation of the Anglia County Commissioner Forum) (ex officio)
- Member of Region Team with responsibility for business (ex officio)
- Up to three (3) members of Girlguiding Anglia appointed by the Chief Commissioner for Anglia on recommendation of the County Commissioners with specific skills/experience required by the committee

The above constitute the voting members of the Committee. At least one voting member must be a trustee of Girlguiding Anglia.

Ex-officio members (non-voting):

- Chairman of the Friends of Hautbois

In attendance as required (non-voting):

- the Hautbois Centre Manager

2. TERMS OF SERVICE

The Chairman and Members of the Committee shall be appointed for three (3) years, and may be reappointed for a further two (2) years, or, if ex officio, until the expiration of their appointment if earlier.

3. SECRETARY

- a) The Secretary of the Committee shall be the Hautbois Centre Manager who will collate and circulate papers to the committee
- b) The Minute Secretary of the Committee shall be a member of Hautbois staff appointed by the Hautbois Centre Manager

4. QUORUM

A quorum shall consist of five (5) *voting* members of the Committee including one member who is a trustee.

5. FUNCTIONS

The functions of the Committee shall be as follows:

- a) To ensure that the programme and activities offered by the Centre are in keeping with the vision and strategic objectives of Girlguiding Anglia

- b) To ensure that a business plan is prepared and agreed with the strategic direction set by the Executive Committee, and that it is reviewed at least annually and monitored regularly, with feedback provided to the Executive Committee by the Hautbois Committee Chair
- c) To include in the business plan proposals for business development (including those requiring capital expenditure) in order to assure a sustainable future for the Centre
- d) To ensure that staffing levels are commensurate with business need
- e) To make decisions in cases of emergency (on behalf of Anglia Executive Committee) on staff matters, if necessary delegating such decisions to three voting members of the Committee at least one of whom should be a member of the Chief Commissioner's Team, Region Treasurer or Committee Chair. Such decisions should be reported as soon as possible to the full Committee and brought to the next Committee meeting to be minuted.
- f) As part of the Region's annual budgeting cycle, to prepare and submit to the Finance Committee an annual budget and cash flow forecast that is consistent with the Hautbois Business Plan
- g) To have delegated authority from the Executive Committee to agree expenditure from any accumulated surplus generated by the Hautbois business (less any repayment of loan(s) made to the Hautbois business by Anglia Region)

6. DECISIONS BETWEEN MEETINGS

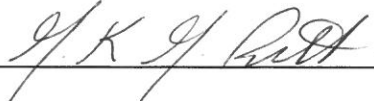
Where decisions regarding Hautbois Committee business need to be made between meetings of the Committee, a response from five voting members of the Committee (one of whom should be a trustee) is needed to be quorate. Any such decisions should be recorded and brought to the next Committee meeting to be minuted.

7. INVITATIONS

The Committee may invite a person or persons to attend a meeting or part of a meeting for a specific purpose. Persons so invited may speak with the permission of the Chairman, but shall have no vote.

8. MINUTES

Agendas, papers and minutes of the meetings shall be circulated to all members of the Committee and to the members of the Anglia Finance, Property and Human Resources Committees with designated responsibility for taking an interest in Hautbois matters. Minutes will also be circulated to members of the Anglia Executive Committee and to the Assistant Chief Commissioner(s) if appointed.

Signed  Date 8th July 2017.
 Chief Commissioner for Anglia

Signed _____ Date _____
 Chairman of the Hautbois Committee