

GROUP SUB-COMMITTEE'S TERMS OF REFERENCE (TORs)

Terms of Reference Group Sub-Committee's - The Catholic Fellowship Brentwood Diocese

Name and Establishment:

The group sub-committees are established as part of The Catholic Fellowship Brentwood Diocese (hereinafter referred to as "the charity") to execute activities, develop event and fundraising ideas, and provide direct support to their members from the governance and support of the Executive Committee and Board of Trustees. The group sub-committees shall actively seek to find and support new members, increase public knowledge of the charity, and contribute to its mission and charitable objectives outlined in the governing document, supporting individuals with disabilities and their families.

Objective/Purpose:

The objective of the group sub-committees is to execute and coordinate local activities that align with the charity's mission and objectives. They shall develop innovative event and fundraising ideas, provide direct support to their members through various initiatives such as support groups, inclusive activities, BBQs, trips, and other relevant activities. The group sub-committees shall actively recruit and line manage volunteers, as well as seek new members and raise awareness of the charity in the community.

The group sub-committee will work closely with the charities CEO and Executive Committee and bring to their attention any information that both supports and hinders the charities ability to carry out its objectives.

Scope of Work:

The Group Sub-Committee's scope of work includes, but is not limited to:

- a. Developing event and fundraising ideas that align with the charity's mission and strategic goals.
- b. Organizing and executing events, support groups, BBQs, trips, and other activities at the local level.
- c. Identifying and nurturing new volunteers by actively recruiting, training, and line managing them.
- d. Providing direct support to members of the charity through activities and initiatives that promote inclusivity, engagement, and well-being.
- e. Increasing public knowledge and awareness of the charity's mission, programs, and services.
- f. Collaborating with other sub-committees and the Executive Committee to ensure alignment with the overall goals and direction of the charity.
- g. Monitoring and evaluating the impact and effectiveness of local activities and initiatives.
- h. Collaborating with the Executive Committee to develop strategies for member engagement, retention, and growth.

Authority:

The group sub-committees are granted the following authorities including those defined in the Schedule of Delegation granted by the Board of Trustees:

- a. Developing and executing local event and fundraising ideas, subject to the oversight and approval of the Executive Committee.

- b. Recruiting, training, and line managing volunteers in accordance with the charity's policies and procedures.
- c. Allocating resources, within the approved budget, for the execution of local activities and initiatives.
- d. Collaborating with local stakeholders, partners, and community organizations to enhance the reach and impact of the charity's activities.
- e. Representing the charity at local events, meetings, and gatherings to raise awareness and promote the charity's mission.

Membership:

Each group sub-committee shall consist of volunteers who are passionate about the charity's mission and willing to actively contribute to its local activities. Membership may include individuals with diverse skills, experiences, and backgrounds, fostering a collaborative and inclusive environment.

Volunteers must undergo right to volunteer checks including Disclosure & Barring Service (DBS) Check and Identification to comply with the necessary legislation, Human Resources guidance and Safeguarding policies.

Responsibilities and Duties:

The group sub-committees shall undertake the following responsibilities and duties:

- a. Develop innovative event and fundraising ideas that align with the charity's mission and values.
- b. Execute local activities, support groups, BBQs, trips, and other initiatives to provide direct support to members and promote community engagement.
- c. Recruit, train, and line manage volunteers in accordance with the charity's policies and procedures.
- d. Actively seek new members and encourage their participation in the charity's activities.
- e. Increase public knowledge and awareness of the charity's mission, programs, and services through outreach and advocacy efforts.
- f. Collaborate with other group sub-committees, the Executive Committee, and relevant stakeholders to ensure coordination and alignment of activities.
- g. Monitor and evaluate the impact and effectiveness of local activities, providing feedback and recommendations for improvement.
- h. Contribute to the development and implementation of strategies for member engagement, retention, and growth.
- i. Represent the group sub-committee and the charity at local events, meetings, and gatherings to raise awareness and promote its mission.
- j. Provide representation to the Executive Committee on a monthly basis.
- k. Hold an annual AGM to share the activities of the group sub-committee and present its finances

Reporting:

Each group sub-committee shall establish regular communication channels with the Executive Committee, providing updates on incidents, their activities, progress, and any challenges encountered. They shall also submit reports on event outcomes, fundraising efforts, volunteer recruitment, and member engagement as required by the Executive Committee and or CEO.

Groups will actively seek support from and engage with the charities CEO to support the needs of Volunteers and Members.

Duration:

The group sub-committees shall operate on an ongoing basis, with the composition of their members subject to changes based on volunteer availability and interest. Each sub-committee member is elected at an AGM annually in accordance with the charities governing document. The terms of reference for the group sub-committees shall be reviewed periodically and updated as necessary to reflect the evolving needs and goals of the charity.

Resources:

The sub-committees shall have access to relevant resources, including administrative support, event materials, and any other necessary resources required to fulfil their responsibilities. They may request additional resources from the Executive Committee and or CEO, as needed, to support the effective execution of local activities and initiatives.

Review and Amendment:

These Terms of Reference for the group sub-committees shall be reviewed periodically, with any proposed amendments presented to the Executive Committee for approval. Amendments may be made by a majority vote of the group sub-committee members, in accordance with the charity's policies and procedures.

Approved by:

Daniel Ruscoe

Name



Signature:

4th September 2023

Date:

Signed by the CEO on behalf of the Trustees