

EXECUTIVE COMMITTEE TERMS OF REFERENCE (TORs)

Terms of Reference Executive Committee - The Catholic Fellowship Brentwood Diocese

Name and Establishment:

The committee shall be known as the Executive Committee of The Catholic Fellowship Brentwood Diocese (hereinafter referred to as "the charity"). It is established as the principal decision-making committee for the charity, supporting individuals with disabilities and their families.

Objective/Purpose:

The objective of the Executive Committee is to provide strategic direction, oversight, and decision-making for the charity's activities. It aims to promote the well-being, inclusivity, and empowerment of individuals with disabilities by ensuring the charity meets its ongoing charitable objectives through compliance with effective governance, resource and volunteer management, collaboration, fundraising, donations and gifts, support groups, networks, events and activities.

Scope of Work:

The Executive Committee's scope of work includes, but is not limited to:

- a. Setting the strategic direction and goals of the charity in line with its charitable objectives, mission and vision.
- b. Monitoring and evaluating the implementation of programs and services to meet the needs of members with disabilities and their families.
- c. Overseeing financial management, including budget approval, resource and volunteer management and allocation, and monitoring of financial performance.
- d. Ensuring compliance with legal, regulatory, and ethical standards in all aspects of the charity's operations.
- e. Reviewing and approving policies, procedures, and guidelines to guide the charity's activities.
- f. Providing guidance and support to the Sub Group Committees and fostering effective communication and collaboration between all committees.
- g. Reviewing and approving key organisational decisions, initiatives, and partnerships.
- h. Monitoring the impact and effectiveness of the charity's work and making necessary adjustments to enhance outcomes.
- i. Advocating for the rights and needs of individuals with disabilities within the community and wider society.

Authority:

The Executive Committee is granted the following authorities:

- a. Making decisions on behalf of the charity, subject to the limitations outlined in the charity's governing documents and legal obligations.
- b. Approving and implementing policies, procedures, and guidelines that align with the charity's mission and values.
- c. Allocating financial resources, including approving budgets, expenditures, and funding priorities.
- d. Establishing and dissolving Sub Group Committees, as deemed necessary for the effective operation of the charity.

Membership:

The Executive Committee shall consist of the following members:

- a. All charity Trustees, as appointed according to the charity's governing documents.
- b. The Chair of each Sub Group Committee, appointed by their respective committee members.
- c. A representative from each Sub Group Committee, nominated by their respective committee members.

- d. The Charity CEO, serving as a voting member and providing regular updates on operational matters.

Responsibilities and Duties:

The Executive Committee shall undertake the following responsibilities and duties:

- a. Review and approve the charity's strategic plans, annual goals, and performance indicators.
- b. Monitor the implementation of events, programs, initiatives, and services to ensure alignment with the charity's mission and objectives.
- c. Provide guidance and support to the Sub Group Committees, fostering collaboration and effective communication.
- d. Review and approve the annual budget, financial reports, and audits.
- e. Monitor and address legal, regulatory, and ethical compliance issues.
- f. Review and approve policies, procedures, and guidelines related to the charity's operations.
- g. Foster effective communication and collaboration with stakeholders, including individuals with disabilities, families, staff, volunteers, and external partners.
- h. Represent the charity at relevant meetings, events, and conferences to raise awareness and advocate for the needs of individuals with disabilities.
- i. Review and approve major organisational decisions, initiatives, and partnerships.
- j. Regularly evaluate the impact, outcomes, and effectiveness of the charity's work.
- k. Conduct regular performance assessments of the Charity.

Reporting:

The Executive Committee shall meet on a monthly basis or as determined by the Chair. The Chair/Secretary shall prepare and distribute an agenda prior to each meeting. Minutes shall be recorded for each meeting and distributed to committee members and the Board of Trustees. The Executive Committee shall provide regular reports to the Board of Trustees on its activities, decisions, and progress.

Duration:

The Executive Committee shall be ongoing, with the composition of its members subject to changes in accordance with the charity's governing documents. The committee's term of reference shall be reviewed and updated as necessary to ensure its alignment with the charity's goals and evolving needs.

Resources:

The Executive Committee shall have access to relevant resources, including administrative support, financial information, and any other necessary resources required to fulfil its responsibilities. It may request additional resources from the Board of Trustees and CEO, as needed, to support the effective functioning of the committee.


Review and Amendment:

These Terms of Reference shall be reviewed periodically, with any proposed amendments presented to the committee for approval. Amendments may be made by a majority vote of the committee members, in accordance with the charity's governing documents and legal requirements.

Approved by:

Daniel Ruscoe

Name



Signature:

4th September 2023

Date:



Serving people with disabilities and their families of all faiths and none

The Catholic Fellowship Disability Network

Covering the Diocese of Brentwood (Essex & East London)

Registered Charity No: 263075

Patron: Allan Williams, The Bishop of Brentwood

Email: info@cfdn.org.uk

Website: www.cfdn.org.uk

Signed by the CEO on behalf of the Trustees