

# Weston Sailing Club GPC- Terms of Reference

<b>Purpose</b>	Promote and facilitate community participation in healthy recreation, by providing facilities for sailing and in particular dinghy sailing.	
<b>Scope</b>	<b>Key responsibilities</b>	<b>Members</b>
<ol style="list-style-type: none"> <li>Organise regular sailing racing (6.1.1);</li> <li>Provide facilities and equipment for general sailing (6.1.2);</li> <li>Provide training across the spectrum of skill levels, from inexperienced to experienced sailors (6.1.3);</li> <li>Promote youth sailing, including through the provision of a safe environment, equipment, and training (6.1.4);</li> <li>Make available the facilities to other groups and organisations for sailing (6.1.5);</li> <li>Organise activities to introduce members of the public to sailing (6.1.6)</li> </ol>	<ol style="list-style-type: none"> <li>Manage the affairs of the Club according to the rules and shall apply the funds of the Club to the objects of the Club (15.7)</li> <li>Complete and accurate account of the Club's finances are kept (15.9)</li> <li>Provide Strategic direction/guidance and establish priorities taking accountability for the Sailing Club's success</li> <li>Be champions of WSC within the Sailing Community and RYA – maintain commitment and involvement of members and stakeholders</li> <li>Propose such Bylaws and Regulations, or amendments to the same, as it shall from time to time think fit (15.8)</li> <li>The Officers of the Club are ex-officio members of the Sailing and Social Committee (20.1.2)</li> </ol>	<ol style="list-style-type: none"> <li>The GPC shall consist of the <b>Officers of the Club</b>, the Social Secretary, and a <b>maximum</b> of 5 other Full Members (15.1)             <ol style="list-style-type: none"> <li><b>Commodore:</b> Jeremy Pilcher</li> <li><b>Vice Commodore:</b> Vacant</li> <li><b>Club Secretary:</b> Matt Jarvis</li> <li><b>Membership Secretary:</b> Enya Conway</li> <li><b>Sailing Secretary:</b> Nick Curry</li> <li><b>Treasurer:</b> Phil Goddard</li> <li>Social Secretary: Vacant</li> <li>Publicity: Ian Wilson</li> <li>Facilities: John Goldsborough</li> <li>Members Rep: Vacant</li> <li>Members rep: Clare Mach</li> </ol> </li> </ol>
<b>Decision Rights</b>	<b>Rules of Engagement</b>	<b>Inputs</b>
<ol style="list-style-type: none"> <li>Any decision may be taken either:             <ol style="list-style-type: none"> <li>at a meeting of the GPC Members (19.1); or</li> <li>by resolution in writing or electronic form agreed by all of the GPC Members, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more GPC Members has signified their agreement (19.2)</li> </ol> </li> <li>Borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The Club must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land (6.1.7);</li> <li>Buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use (6.1.8);</li> <li>Sell, lease or otherwise dispose of all or any part of the property belonging to the Club. In exercising this power, the Club must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011 (6.1.9);</li> <li>Employ and remunerate such staff as are necessary for carrying out the work of the Club. The Club may employ or remunerate a GPC Member only to the extent that it is permitted to do so by clause 8 (Benefits and payments to GPC Members and connected persons) and provided it complies with the conditions of those clauses (6.1.10)</li> <li>Deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the Club to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000 (6.1.11)</li> </ol>	<ol style="list-style-type: none"> <li>The chair of the GPC shall be the Commodore or in his/her absence the Vice Commodore or in his/her absence another officer of the Club (21.2.1)</li> <li>All GPC attendees are empowered to represent and make decisions on behalf the area of responsibility of another member whom they are representing at the meeting</li> <li>No off-line approvals and no other governance forum with equivalent decision rights</li> <li>A GPC member must declare any conflicts of interest and not take part in any relating discussions or voting should one arise (see clause 9)</li> </ol>	<ol style="list-style-type: none"> <li>Actions from previous meeting</li> <li>Progress against core actions and metrics, including Budget</li> </ol>
	<b>Working Practices</b>	<b>Outputs</b>
	<ol style="list-style-type: none"> <li>Meeting papers and Agenda to be distributed to GPC members and attendees at least 48 hours prior to the meeting</li> <li>Minutes and actions to be circulated within <b>14</b> days of the meeting</li> <li>Meetings to be held monthly</li> <li>One meeting – no side conversations!</li> <li>We will be open and honest</li> <li>Standard would be for meeting duration of minimum 1 hour</li> </ol>	<ol style="list-style-type: none"> <li>Documented Actions and key decisions to include 'go/no go' decisions</li> <li>Agreement as to next meeting date and venue</li> </ol>
		<b>Quorum</b>
		<ol style="list-style-type: none"> <li>The Quorum of the GPC shall be a simple majority of the elected and co-opted members of that committee (15.6)</li> <li>In the case of an equality of votes, the chair shall have a second or casting vote (21.3.3)</li> </ol>