



SOGB Major Events Governing Sub-Committee Terms of Reference

Purpose

The Major Events Governing sub-committee is responsible for assisting the Board in discharging its responsibilities for monitoring:

- Financial requirements of SOGB Major Events and determining financial viability ahead of approval for delivery
- SOGB's development and delivery of the Major Events programme.
- SOGB's National and International Major Events and ensuring they align with the long-term direction of SOGB, including its objectives and purpose.
- Maintenance and guardianship of policies and governance procedures.

On behalf of the Board, the sub-committee will scrutinise and review the charity's systems and processes relating to Major Events to continuously improve the quality of the services provided and ensure they meet the standards of governance and compliance.

Authority

The Committee is authorised by the Board to:

- Review and provide approval for processes and/or progression of Major Event development where the individuals on the committee feel that the decision-making threshold is appropriate.
- Seek any information that it requires from any employee or volunteer of SOGB in order to perform its duties and require all employees and volunteers to co-operate with any request made by the Sub-committee.

Duties

The duties of the Sub-committee shall be to:

- Liaise with the sub-committee structure of the Board which comprises; **i) Governance ii) Audit & Risk iii) Nomination & Remuneration** and Board of Trustees as a whole to ensure that the development and delivery of SOGB Major Events are compliant and delivered with minimal risk to the organisation.
- Monitor, review progress of and make recommendations to SOGB's Major Events project management groups to ensure they are effective and fit for purpose.
- Review SOGB's Major Events governance practices, policies, and documentation to ensure best practice and compliance with the Articles and Codes.
- Ensure a Scheme of Delegation and Delivery Structure for Major Events is in place, up to date, and ensures that the responsibilities of the Board, sub-committees, SOGB Executive and Senior Leadership Teams, and wider staff team are clearly explained and monitored.
- Ensure there is a regular evaluation of the Major Events programme.
- Refer any decisions that the Sub-Committee feel go beyond their authority/threshold of responsibility to Board for final approval.

Membership & Attendance

The members, including the Chair of the Sub-committee, shall be appointed by the Board of Trustees and shall consist of not less than three members. Appointments to the Sub-committee shall be for a period of up to two years and be confirmed at each annual AGM. This may be extended for further periods of up to two years, provided the member still meets the criteria for membership of the sub-committee.

A quorum of the Sub-committee shall be two members. In the absence of the Sub-committee Chair, the remaining members present shall elect one of themselves to chair the meeting. Meetings should also be attended by the charity's Chief Executive and any other member of SOGB staff when and where appropriate.

Other Board members may attend any meeting of the Sub-committee and members of Management and any advisers appointed by the Sub-committee shall attend, if invited by the Sub-committee. The Sub-committee can, by agreement of the members, meet without management.

Where possible, the Chair of Trustees should not be a member of this Committee.

Frequency

The Sub-committee shall meet at least four times a year and at any other time as the Sub-committee shall see fit. The Chair of the Sub-committee or two members of the Sub-committee may request a meeting if any of them consider that one is necessary.

Notice

Meetings of the Sub-committee shall be called by Head of Events at the request of the Sub-committee Chair. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Sub-committee, and any other person required to attend, no later than five working days before the meeting. Supporting papers shall be sent to Sub-committee members and to other attendees as appropriate, with at least the same notice.

Minutes of Meetings

Head of Events to ensure that a formal record of Sub-committee proceedings and resolutions is maintained. Following approval of the minutes by the Chair of the Sub-committee they shall be circulated to all members of the Sub-committee.

The Chair of the Sub-committee shall report to the Board at regular intervals on the matters it has reviewed, making recommendations when requested or when considered appropriate. Minutes of the Sub-committee should be included in the Board papers at the next relevant full Board meeting.

The Chair of the Sub-committee shall attend the AGM and answer questions, through the Chair of the Board, on the Sub-committee's activities and responsibilities.