

Events Sub-Committee – Terms of Reference

1. Purpose

- The Events Sub-Committee is established by the Board of Trustees of Gordon Common Good SCIO to plan, organise, and deliver events, including the annual Music Festival in a manner that furthers the charitable purposes of the organisation, including advancing community development, providing recreational facilities, and fostering community spirit.

2. Authority

- The Sub-Committee plans and runs the events within the budget and programme agreed by the Board. It cannot spend beyond that budget or enter contracts without Board approval.

3. Membership

- Members are appointed by the Trustee member of the Sub-Committee and, reported to the Board, Members will serve for two years (renewable) and may resign by written notice. The Board may remove members if necessary.

4. Officers

- The Sub-Committee will appoint a Chair and at least one other officer to cover both secretarial and finance duties.
- These duties may be carried out by:
 - One person acting as **Secretary & Finance Officer** - looks after agendas, minutes, correspondence, and day-to-day finances, working with the Common Good Treasurer;
OR
 - Two people, one as **Secretary** - looks after agendas, minutes, correspondence and one as **Finance Officer** - manages day-to-day finances, working with the Common Good Treasurer.
- Officers are appointed for **two years**, with the option to renew. They can resign in writing and do not have to be trustees.
- The **Trustee member** on the Sub-Committee is responsible for reporting back to the Board of Trustees.
- The **Trustee member** shall call the first meeting after each AGM, at which officers will be (re)elected for their two-year terms, if required.

5. Meetings

- The Sub-Committee may meet informally as needed, but any decisions made must be minuted and shared with the Board for noting.
- Two formal meetings will be held each year, attended by at least one Trustee, with minutes kept:
 - **Budget Meeting** – held no later than the end of October each year, to propose the budget allocation for that year.

- **Post-Event Meeting** – held no later than four weeks after the conclusion of any events, to undertake a wash-up, reconcile income and expenditure, and prepare information for reporting to the Board.
- **Notice of meetings** must have at least **seven clear days'** notice given to all Sub-Committee members for any formal meeting. The accidental omission to give notice to, or the non-receipt of notice by, any member shall not by itself invalidate the proceedings of the meeting.
- The quorum for a formal meeting is **three members**, including at least **one Trustee**.

6. Decision-Making

- Each member in attendance has **one vote**; decisions are by majority; the **Chair has a casting vote** if tied.
- The Sub-Committee may only make decisions within the authority delegated by the Board. Matters outside this scope must be referred to the Board of Trustees.

7. Reporting

- After each formal meeting the Sub-Committee provides a written update to the Board, including the proposed budget (October), and a post-event summary (within four weeks of each event) covering the activities delivered, community attendance, and financial outcomes.

8. Finances

- All income and spending goes through the Common Good's account. The Finance Officer keeps records and works with the Common Good Treasurer. Surplus funds support the organisation's charitable purposes.

9. Conduct

- Members must act in the best interests of Gordon Common Good SCIO, in line with its charitable purposes, and must sign and follow the Code of Conduct for Sub-Committee Members.
- Any conflicts of interest should be declared to the Chair of the Sub-Committee and the Board.

10. Review

- These Terms of Reference will be reviewed annually by the Board of Trustees to ensure they remain fit for purpose.
- The Board may also decide at any time to close the Sub-Committee, in which case all money, records, and property return to the Board.