

Hall Management Group – Terms of Reference

1. Purpose

- The Hall Management Group is established by the Board of Trustees to oversee the day-to-day management, maintenance, and operation of Gordon Village Hall in line with the charity's purposes.

2. Authority

- The Group manages routine operational matters within the budget and policies agreed by the Board. It cannot commit funds or enter into contracts without prior Board approval.

3. Membership

- Members are appointed by the Trustee member of the Hall Management Group 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. Meetings

- The Group will meet as needed to plan maintenance, bookings, and hall operations, with decisions recorded and shared with the Board for noting. At least one formal meeting will be held each year to review the hall's condition, maintenance priorities, and budgets. A quorum for meetings will be three members, including at least one Trustee.

5. Reporting & Finances

- A brief written update will be provided at each Trustee meeting, summarising hall activities, maintenance issues, and proposed improvements. All income and expenditure is managed through the Common Goods account, and the Group may propose spending within agreed limits while keeping accurate records for review by the Treasurer.

6. Conduct

- Members must act in the best interests of Gordon Common Good SCIO, follow the Code of Conduct for Sub-Committee Members, and declare any conflicts of interest to the Trustee member.

7. Review

- These Terms of Reference will be reviewed annually by the Board and may be amended or withdrawn at any time. The Board may also close the Group, in which case all funds, records, and property will return to the Board.