

St Paul's Boxing Academy CIO

MANAGEMENT WORKING GROUP TERMS OF REFERENCE

Purpose

Our purpose is to ensure that the objects identified in Section 3 of our Constitution are implemented using the authority provided by the Trustees under section 14. These objects will be delivered through the St Paul's Boxing Academy CIO Development and Equity Plan.

Objectives

- To develop and continuously improve St Paul's Boxing Academy CIO.
- To raise funds to help sustain St Paul's Boxing Academy CIO.
- To provide training and development opportunities for coaches, volunteers and Trustees.
- To deliver events to engage the community with the St Paul's Boxing Academy CIO.
- To deliver the Equity Action Plan.
- To promote and gain support for St Paul's Boxing Academy CIO.

Scope

The Management Working Group is an advisory group to the Trustee Board with delegated financial responsibility for the day to day running of the club. All monies are held in dedicated bank account with 3 signatories, any two of whom can authorise payments.

The financial year of the Academy will end on 31st March.

An audited statement of annual accounts will be presented by the Treasurer to the Trustee Board.

Membership

As per Section 14 of the Constitution, the Management Working Group comprises of at least one trustee, the Head Coach plus any other co-opted members as deemed appropriate.

Permanent members

- Chair
- Secretary
- Treasurer
- Competition Secretary
- Welfare Officer

Other co-opted members

- Boxing Development Officer
- Coach Representative

Members will meet as a group as and when required, but no less than quarterly, in order to ensure the smooth running of the Academy. They will have the power to make strategic recommendations to the Trustee Board and any day to day decisions as necessary for the smooth running of the club.

Convening of Management Working Group Meetings

- a) The Management Working Group will be convened by the Secretary and held as required and no less than four times per year.
- b) The quorum required for business to be agreed at Management Working Group meetings will be three.

Role and responsibilities

- c) To advise and make recommendations to the Trustee board on all matters relating to operation of St Paul's Boxing Academy CIO.
- d) To oversee the day-to-day operation of St Paul's Boxing Academy CIO and take decisions in the following areas:
 - i. Membership - all members will be subject to the rules and regulations outlined within the Constitution of the St Paul's Boxing Academy CIO and by joining the Academy will be deemed to accept these regulations and any related policies, procedures and codes of practice that the Academy Trustees adopt.
 - ii. Coach and volunteer recruitment, training and development in all areas including safeguarding.
 - iii. All safeguarding matters relating to children and vulnerable adults.

- iv. The development and monitoring of new policies, procedures and codes of practice.
 - v. Financial management to ensure the effective running of the Academy.
 - vi. Any grievance or disciplinary matters relating to infringement of Academy regulations, policies, procedures or codes of practice. Any disciplinary or suspension action is to be ratified by the Trustee Board.
- e) To promote St Paul's Boxing Academy CIO within the community by developing and maintaining links with external partners.
- f) To appoint sub-committees as necessary, and to co-opt individuals on a temporary basis. Appointment of external advisers to the Management Working Group as necessary to fulfill its business will be subject to the approval of the Trustee Board.

Reporting

The Management Working Group is a sub-committee of the Trustee Board with delegated powers which are reviewed from time to time. Minutes from the Management Working Group will be circulated to the Trustee Board.

ST PAUL'S BOXING ACADEMY CIO MANAGEMENT WORKING GROUP

Current members as at January 2022

- | | |
|---------------------------------|--------------------------|
| • Chair | John Rutherford |
| • Secretary and Welfare Officer | Shelagh Devereux |
| • Treasurer | Kerry Bromby |
| • Competition Secretary | Mike Bromby (Head Coach) |

Other members as required

- Contractors
- Boxing Development Officer
- Parent Representative
- Coach Representative

Reviewed: November 2022

Next review date: November 2023