

WRAC ASSOCIATION MEETING OF TRUSTEES
TERMS OF REFERENCE

ROLE

1. Trustees are the Managing Trustees of the WRAC Association Fund and the ATS and WRAC Association Benevolent Fund. The Trustees have and must accept the ultimate responsibility for directing the affairs of the charity and ensure that it is solvent, well run and delivers the charitable object for the benefit of the WRAC Association Fund and the ATS and WRAC Association Benevolent Fund.

MEMBERSHIP

2. The Trustees are:
- a. The Vice President
 - b. Chairman of the Executive and Finance Committee
 - c. Honorary Treasurer
 - d. Chairman of the Benevolent Fund
 - e. Up to 12 elected members who are appointed for an initial period of up to 3 years and thereafter can be re-appointed by annual ratification by the Trustees

ACCOUNTABILITY

3. The Trustees must manage the business of the Association in order to further the Object. They are to deal with all monies and investments and they shall invest or use such monies, at their discretion, for the benefit of the Association. Trustees shall not be held liable, either individually or collectively, for any losses incurred, provided that they have acted with reasonable care and, to the best of their belief, in the interest of the Association. A description of Trustees' duties is attached at **Annex A to the WRAC Association Constitution 2013**.

4. The Trustees are to comply with their obligations under the Charities Act 2011 and are responsible for the preparation of the Annual Report and the Annual Return to the Charity Commission.

TASKS

5. The Meeting of the Trustees is bound by the WRAC Association's Constitution 2013 with specific reference to paragraphs 14 - 19. All of its processes must conform to the Constitution. Specific tasks are:
- a. To set the strategic aim of the Association, its objectives and direction, identifying and managing any associated risk.

- b. To ensure Account Records are kept and the Annual Statement of Accounts and Report are prepared in accordance with the provisions of the latest Statement of Recommended Practice issued by the Charities Commission.
- c. To ensure that the transmission of the Statement of Account, Annual Report and the Annual Return meet the statutory time frame.
- d. To ensure that there are proper Financial, Reserve and Investment policies in place and they are reviewed on a regular basis.
- e. To approve and review on an annual basis, the Delegated Powers of Spend for the Council, Executive and Finance Committee and the Benevolent Fund.
- f. To discuss and vote on any funding requests from Council, the Executive and Finance Committee and the Benevolent Fund.
- g. To receive reports on activities from Council, the Executive and Finance Committee and the Benevolent Fund Grants Committee.
- h. Assistance. To assist in their duties, the Trustees may appoint an Investment Manager, whom they must be assured is a proper and competent person to act in that capacity. The Investment Manager is to act within the stated Investment policy agreed by the Trustees and is to provide investment reports to the Trustees on a regular basis. The Trustees are to review such an appointment on a regular basis and formally re-appoint after 2 years. The appointment of a Fund Manager can be revoked or altered by the Trustees at any time.

6. Frequency of Meeting. The Trustees will meet at least twice per year at 6 monthly intervals

WRAC ASSOCIATION COUNCIL
TERMS OF REFERENCE

ROLE

1. Council sets the strategy for relationships with WRAC Association Branches and the wider Service charity sector and is a decision making forum for Strategic and Operational Change as it affects the Association and its' members.

MEMBERSHIP

2. Council shall consist of:
- a. The Association Officers
 - b. All Life Vice Presidents
 - c. All Area Chairmen
 - d. Editor of the *Lioness* - *ex officio*
 - e. Honorary Appointments within the Association to act as *ex officio* members (Lawyer, Padre and Finance)

ACCOUNTABILITY

3. Council is accountable to the Trustees and assisted in its business by the Executive and Finance Committee (EFC). Reports will be made on a bi-annual basis and also a formal report including auditor's report will be required to be delivered to the members of the Association at the annual AGM. All funding requests must be submitted to the Trustees at least 15 working days prior to any meeting of the Trustees to enable timely decision making.

TASKS

4. Council is bound by the WRAC Association's Constitution 2013 with specific reference to paragraphs 20 - 24. All of its processes must conform to the Constitution. Specific tasks are:
- a. Review, monitor and make decisions on the Branch structure of the Association
 - b. Review, monitor and make decisions on the subscription structure
 - c. Review, monitor and make decisions on the maintaining of contact with all members of the Association
 - d. Review, monitor and make decisions on Association activities to ensure that they meet with the Object of the Association
 - e. Ensure that esprit de corps continues to be provided by the Association

- f. Review, monitor and make recommendations on financial issues as they effect the running of the Association
- g. Through the Area Chairman, ensure that Council members are aware of Branch activities and any issues therein
- h. Note all financial and investment reports as presented
- j. Play the lead role in Association events, specifically the Grand Reunion, supported by the EFC
- k. Complete any other tasks as directed by the Trustees
- l. Complete any other tasks that arise from the members of the Association

5. Delegated Powers. Delegated powers of spend for Council are set by the Trustees and reviewed on an annual basis.

6. Frequency of Meeting. Council will meet at least twice per year at 6 monthly intervals

WRAC ASSOCIATION EXECUTIVE AND FINANCE COMMITTEE (EFC)
TERMS OF REFERENCE

ROLE

1. The EFC is responsible for the execution of the Association's business in accordance with the Trustees' and Council's strategic direction and is accountable to the Trustees and Council for all aspects of its delivery in support of the Association's Object. It is supported by other Sub Committees formed for specific purposes.

MEMBERSHIP

2. The members of the EFC shall be:

- a. Chairman
- b. Chairman of Benevolent Fund Grants Committee
- c. Hon Treasurer
- d. Additional members may be co-opted and sub committees formed as required.

ACCOUNTABILITY

3. The EFC is accountable to the Trustees for any financial issues and to the Council for any issues that have a bearing on the Associations' members and their Branches. The role of the EFC is to prepare and that of the Trustees and Council is to approve. Reports will be made on a bi-annual basis and also a formal report will be required to be delivered to the members of the Association at the annual AGM.

TASKS

4. The EFC is bound by the WRAC Association's Constitution agreed by its members at the AGM in April 2013, with specific reference to paragraphs 25 – 30. All of its processes must conform to the Constitution. Specific tasks are:

- a. Review and monitor the strategic direction of the Association
- b. Act as the operational hub of the Association
- c. Regularly review and make recommendations for the annual operation budget.
- d. The Honorary Treasurer is to:
 - Ensure that account records are kept and the Annual Statement of Accounts and Report are prepared in accordance with the provisions of the Charity Commission

- Prepare and deliver the Financial and Investment reports on a bi-annual basis to the Trustees and to Council
- Prepare and deliver the Financial and Investment report to the members at the AGM
- Liaise with external auditors and ensure that the recommendations of the audit report are actioned
- Ensure that financial policy and Investment strategies are properly and regularly reviewed.
- Liaise with financial advisors as required
- Ensure that Delegated Powers of Spend are regularly reviewed
- React to financial and investment decisions made by the Trustees in a timely manner

e. Assist with the running of Association activities, specifically the Grand Reunion and any other Association led events

f. Complete any other tasks as directed by the Trustees and Council

5. Delegated Powers. Delegated powers of spend are set by the Trustees and reviewed on an annual basis

6. Frequency of Meeting. The EFC shall meet a minimum of 4 times per year.

WRAC ASSOCIATION BENEVOLENT FUND GRANTS COMMITTEE
TERMS OF REFERENCE

ROLE

1. The Benevolent Fund Grants Committee is a standing committee and reports directly to the Chairman of Trustees, to whom it is accountable for the regularity and propriety of the grant decisions it makes.

MEMBERSHIP

2. All Trustees plus a pool of Council and Association members who have knowledge and experience which will be of value to the Committee. The Committee shall have a Benevolent Fund Secretary.

ACCOUNTABILITY

3. The Benevolent Fund Grants Committee must act in accordance with and in furtherance of the Object. This must be the basis for grants that are made and the policies it sets for the long-term sustainability of the Benevolent Fund from which grants are given. At the discretion of its Chairman, a sub-committee shall be formed to meet more frequently to disburse grants at financial thresholds to be set by the Benevolent Fund Grants Committee who retain accountability for those decisions. Benevolent Fund Grants Committee members shall not be held liable, either individually or collectively, for any financial losses incurred provided they have acted with reasonable care and diligence in pursuit of the Association's Object and within its Powers.

TASKS

4. The Benevolent Fund Grants Committee is bound by the WRAC Association's Constitution agreed by its members at the AGM in April 2013, with specific reference to paragraphs 31 - 35. All of its processes must conform to the Constitution. Specific tasks are:

- a. To disburse grants to meet the Object of the Association.
- b. To submit to the Trustees the annual budget required by the Benevolent Fund Grants Committee.
- c. To review the budget on a half yearly basis.
- d. To submit to the Trustees recommendations for the review of Delegated Powers of Spend for the Major Grants Committee
- e. To make reports to the EFC, Council, Trustees and the AGM as laid down in the Constitution 2013.
- f. Complete any other tasks as directed by the Trustees and Council

5. **Delegated Powers.** Delegated powers of spend are set by the Trustees and reviewed on an annual basis

6. **Frequency of Meeting**The Benevolent Fund Grants Committee shall meet as required but normally on a monthly basis.