**CIO Trustees and Section Representatives - AGM Information**

**The Background**

The HCSC CASC Constitution made provision for a Club Committee of 13 elected Club Officers, with each sports section of the Club managed by a small committee. In addition, the Constitution required a minimum of 3 Trustees, responsible only for the freehold or leasehold property of the Club.

Under the new HCSC CIO a Board of 7 Charity Trustees will have legal responsibility for whole club and charity governance. Being a charity brings protections and funding advantages, but also means we are accountable to the Charity Commission under charity law. We will no longer be independently self- governing.

3 Section Representatives, the Club Manager(s) and others co-opted if required , will join the Trustees to form the Club Management Team/Committee.

Each sports section of the Club will still be managed by a small committee/group, chosen by the section under the rules (formal or informal) that they choose. The work of these section committees/groups is still at the heart of running the club, enabling the Club to achieve it’s objectives (under both CASC and CIO constitutions) to involve the community in playing sport.

Trustee and Section Representative positions are to be nominated, seconded and voted on at the AGM. Under the new constitution, the Chair of Trustees is nominated by the 7 Trustees (ie is one of those 7), once elected.

As Charity Commission approval of the CIO constitution and transfer of assets from CASC to CIO may take some time, it is proposed that those elected at the AGM will operate under applicable sections of the CASC constitution until such time as the transfer to the CIO is complete.

Best practise charity governance advises that Trustees are selected for skills and experience relevant to achieving the objects of the charity, so, for the purposes of establishing the CIO, we have identified ‘Lead’ Trustee roles with certain skills/experience suggested. These roles are a guide, and may change over time, to meet the needs of the Club. The CIO constitution requires that one third of Trustees retire annually, so there is a regular turnover of Trustees, ideally with succession planning to enable new skills and ideas to be brought into the Club. Trustees do not have to be club members at the time of their election (and many charities actively seek external Trustees).

**However, all Trustee nominees must:**

* Be eligible to be a charity Trustee, and carry out all eligibility checks the law requires.
* Have read the Charity Commission Trustee Guidance before accepting a nomination:
* <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf>
* Commit to completing induction training within 2 months of appointment.

A Trustee cannot be an employee or contractor of the Club, (ie cannot receive payment for services from the Club.)

If you are interested in becoming a Trustee and would like an informal conversation about the role, contact Philip Carter c/o [info@hythecsc.com](mailto:info@hythecsc.com). To nominate a Trustee, send their full name, with that of proposer and seconder to [info@hythecsc.com](mailto:info@hythecsc.com) **by 5pm on Wednesday 22nd February 2023**. Nominations cannot be accepted after this date.

**Trustee Roles – with suggested skills/experience**

**Company Secretary**

To ensure compliance with charity law, produce legal documents as authorised by the Board (seeking external advice when required), and carry out administrative duties to support the Board.

**Ideal Skills/Experience:** board/committee experience, knowledge of charity law and regulation, business/organisational administration/governance, collaborative working, policy and procedure development (including data protection), contract management.

**Finance Lead**

To ensure the charity keeps proper accounts and has robust and effective financial controls in place. To review the charity’s financial performance and present reports to the Board in a format that helps the Board understand the charity’s financial position. To draw up or review forecasts and policies for finance and investment, liaise with club staff and with the charity’s independent auditor, and report on financial matters to members.

**Ideal skills/experience:** board/committee experience, financial management/accounting and audit experience, knowledge of charity law/regulation/income generation, collaborative working, strategic or business planning.

**People Lead**

To lead on HR, volunteer management and safeguarding, developing, communicating and regularly reviewing relevant policies, and promoting best practise throughout the club. To promote an inclusive, community focused club ethos.

**Ideal skills/experience**: board/committee experience, human resources/volunteer management experience, policy and procedure development, EDI/wellbeing/safeguarding knowledge, collaborative working, stakeholder engagement, presentation and influencing skills.

**Community Engagement Lead**

To lead on marketing, promotion and communication to engage members and the wider community in club activities and support income generation.

**Ideal skills/experience**: Board/committee experience, PR/media/comms experience (digital and traditional), fundraising and income generation, stakeholder engagement, collaborative working, networking/influencing/presentation skills, strategic planning, event/project management experience.

**Project Management/Strategic Planning Lead**

To lead on club development and strategic planning, promoting and maintaining a whole club focus on the objectives of Hythe CSC CIO.

**Ideal Skills/Experience:** board/committee experience, business/charity management, sport/community/business development, collaborative working, leadership, stakeholder engagement, strategic planning, project management.

**Legacy Trustee x 2**

To support the transition from CASC to CIO, promoting the continuity of club values and ethos, and providing information on club context and practices where relevant to board decision making.

**Ideal skills/experience**: Board/committee experience, long term involvement in the club, knowledge of club policies/procedures/contracts, collaborative working, influencing and networking skills.

**Chair of Trustees**

Lead on the development of the Board, ensure Board meetings are run efficiently and effectively and decisions are carried out. Support and supervise the Club Manager(s) and act as a channel of communication between Board, club manager(s) and section leads. Act a figurehead for the club (for example, representing it at functions, meetings or in the press). Take urgent action (but not decision-making unless authorised) between board meetings when it isn’t possible or practical to hold a meeting.

**Ideal Skills/Experience:** board/committee chair experience, staff management experience, leadership, PR experience, collaborative working, problem solving, stakeholder engagement, presentation, influencing and networking skills.

**Club Representatives**

**3 x Section Leads: Cricket, Football & Squash/Racquets**

To coordinate the day to day running of the section, chair regular section meetings, engage members in section management, and convene an annual meeting for section members. To ensure the section complies with relevant league/county/national sport governing body regulations/guidelines. To manage an agreed budget and lead on development and promotion plans for the section, regularly updating the Board on progress.

**Ideal skills/experience**: Commitment and involvement in sport, leadership, networking, collaborative working, project/financial management skills.

**Club Manager(s)** Paid staff role, appointed not elected.

**Nominations To Date:**

**Trustees:**

Company Secretary: Philip Carter

Finance Lead: Steve Egglestone

People Lead: James Pope

Community Engagement Lead: Rachel Gainsford

Project Management/Planning Lead: Tom Locke

Legacy Trustees: Ken Pollock & Martin Cobb

Chair of Trustees: Philip Carter

**Section Representatives:**

Cricket: Will Clayton

Football: Andy Boorman

Racquets: Glenn Mousley