

Walthamstow Trades Hall Members Club Committee Charter

Ratified: 19/04/2022

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This document pertains to activity in relation to Walthamstow Trades Hall (“The Club”), at 61/63 Tower Hamlets Road, Walthamstow E17 4RQ, Company Registration Number IP 6335R.

This Walthamstow Trades Hall Members Club Committee Charter (“The Charter”) should be ratified by the Members Club Committee (“The Committee”) and reviewed annually.

The Committee is required to publish the Charter and make it available to all Walthamstow Trades Hall members to ensure the club has a clear expectation of the Committee. Any new Committee member should formally agree to the Charter commitments before taking on the appointment.

Objectives of the Committee

The primary objective of The Committee is to ensure **stability and continuity** in the overall running of the club, **for the benefit of its collective membership**.

In doing so the Committee shall commit to:

- Demonstrate **diligence and integrity** in performance of Committee duties.
- Exercise fiduciary responsibilities with **trust and in good faith**.
- Uphold the **traditions of the club** and **value its place in the community**.
- Promote **inclusion and diversity** in the membership, employment and running of the club operations.
- Treat members, employees and fellow Committee members with **respect and dignity**.
- Keep themselves **well informed** of the Club’s affairs and seek appropriate information prior to making any decisions.
- **Act on any commitments** made to the Committee and the Club membership.
- **Avoid conflicts of interest** and do not act out of self-interest; to make use of their position on the Committee for personal gain or that of an associated third party.
- Be appropriately **open and transparent** with members and the Committee.
- **Maintain confidentiality** in sensitive club, employee, and member matters, discussed at Committee meetings and other communications.

Responsibilities

The full rules of the Club including the responsibilities of the Committee can be read or downloaded here: <https://www.wmciu.org.uk/CIU%20Rules%202015.pdf>

The collective responsibilities and decision-making activity of the Committee include:

- To operate Committee meetings in line with the Committee Terms of Reference.
- To consider a wide range of issues and collectively make decisions as to what actions must be taken to ensure that the club is being appropriately managed.

- The planning of regular diverse and accessible events and services in the Club as desired/ expected by the ordinary members.
- The quality oversight of such events and services.
- The raising of funds to ensure the club has sufficient money to provide the level of service expected by the ordinary members.
- The allocation and expenditure of funds raised to provide services to members.
- The appropriate management of legal, regulatory, financial, people and operational risks and issues for the Club.
- The development of a policy framework to enable safe and effective club operations and oversight in the execution of policy requirements.
- To act as an escalation-point for member or employee matters.
- To communicate regularly with the membership on the status of the Club's affairs and ongoing activities.
- Agree, lead and/or support activity as required and agreed upon in Committee meetings.
- Ensure effective onboarding and handover of Committee members, duties, and responsibilities (as required).

In exercising these responsibilities any Committee member will not:

- Place their personal interests before their fiduciary duty.
- Profit from their position on the Committee unless allowable under CIU rules and approved by the membership.
- Disclose confidential or sensitive club matters inappropriately.
- Act with ignorance or dishonesty.
- Harass, discriminate, bully, or victimise any other person, or behave in any way contrary to the Code of Conduct.

Any prohibited action as outlined above can result in immediate dismissal from the Committee and potential removal of membership benefits.