

CCA Council

TERMS OF REFERENCE

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| 1 | Purpose and Scope | <ol style="list-style-type: none">1. To have a strategic view on the overall functioning of the Charity with accountability for :<ol style="list-style-type: none">a) the quality of service to its usersb) the financial health of the organisationc) the purpose and use of fundingd) sound management of the organisation |
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| 2 | Terms of Reference | <ol style="list-style-type: none">1. To determine the character and mission of the Organisation and to oversee its activities.2. To ensure the effective and efficient use of resources and safeguarding its assets.3. To ensure the financial health of the Organisation, approve the annual income and expenditure accounts and the annual budget. |
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| 3 | Membership | <ol style="list-style-type: none">1. As per Section 7 of the Constitution2. Quorum – a Third of the CCA Council Members. |
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| 4 | Administrative arrangements and notes | <ol style="list-style-type: none">1. Meetings will take place at least twice per a year.2. The minutes will be taken by the Secretary.3. Circulation of papers: To all members of the CCA Council and Holding Trustees.4. The CCA Council will review the terms of reference every two years. |
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EXECUTIVE COMMITTEE TERMS OF REFERENCE

Where no Executive Committee is constituted, the Council shall take on its functions.

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| 1 | Purpose and Scope | To manage the finances, strategic direction and quality of the Organisations operations. |
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| 2 | Terms of Reference | <ol style="list-style-type: none">4. To monitor financial reports and consider appropriate actions in the light of performance against budget.5. To consider and agree draft annual budget prior to submission to the CCA Council.6. To agree proposals for significant or capital expenditure for approval by the CCA Council.7. To formulate strategy and actions in respect of funding, subject to any guidance from the CCA Council8. To agree the draft Organisation strategic and business plans for approval by the CCA Council.9. To agree the draft Annual Report for approval by the CCA Council.10. To give preliminary consideration to any correspondence, guidance, papers or policy statements from funding organisations, local organisations or national bodies affecting the work of the Organisation generally and advising the Chairman as appropriate.11. To maintain a working brief on local and national developments affecting the work of the Organisation.12. To consider the Organisation's staffing requirements and agree appropriate actions.13. To agree draft policy documents before submission to the CCA Council.14. To monitor performance against funding contracts.15. To agree funding bids before submission to appropriate bodies and to inform the CCA Council of outcomes.16. To be responsible for quality assurance throughout the Organisation.17. To review progress towards achievement of targets outlined in strategic plans.18. To provide advice and support to the Chairman on day to day management issues.19. To consider any matter referred to the committee by the Chairman or the CCA Council. |
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- 3 Membership**
1. Chairman, Vice-Chairman, Treasurer, Secretary and up to 3 other Council members.
 2. Co-options (non-voting): at Committee discretion.
 3. Quorum – 3 Officers.
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- 4 Administrative arrangements and notes**
1. Meetings will take place at the frequency decided by the Committee.
 2. The secretary is the Secretary
 3. Circulation of papers to all Executive Committee members and the Council.
 4. The Executive Committee will review its terms of reference every two years and recommend any changes to the CCA Council.