

Terms of Reference for Council Committees

Please find attached the final Terms of Reference for Council Committees. We have taken into account all comments from members of the Council Committees.

We would like Council to approve these so they can be issued to the committees and come into force following the meeting.

We would like to thank everyone who has made a contribution and suggest these are re-visited in five years' time.

Jane Garvey & Matthew Wear
16th November 2013

Finance & General Purpose Committee
Terms of Reference

1. Business

- a) To receive reports from the Chief Executive, Chief Engineer, Treasurer and Shop and Catering Liaison Officer;
- b) To review the Annual Accounts;
- c) Legal and Insurance matters;
- d) Constitution and Rules of the Society;
- e) Society Membership Subscriptions and related Administration;
- f) To receive a report from the Strategy Group;
- g) Look at financial planning and the setting of budgets.

2. Powers and Responsibilities

- a) To make recommendations to Council, Board or Officers on matters of policy or action;
- b) (delegated powers) to decide the basis of fare structure, to edit and approve the Annual Report;
- c) to decide, in cases of urgency, matters which would normally be referred to Council;
- d) to give guidance to Company and Society Officers when requested or thought necessary.

Engineering Committee
Terms of Reference

1. Business

All engineering and technical matters (except IT matters and personnel issues)

Powers and Responsibilities

- a) To make recommendations to Council, Board or Officers on matters of policy or action;
- b) To receive report from, covering all areas of the engineering business, and advise and support the Engineering Manager;
- c) To take note of Health and Safety matters raised by volunteers;
- d) To review the progress of work with the Engineering Manager;
- e) To review and agree a yearly programme of engineering activity at the first meeting after the AGM;
- f) To communicate with the Membership the activities of the engineering department and to encourage people with appropriate skills to come forward;
- g) To receive reports from ongoing projects;
- h) To receive a report from the Outdoor Foreman.

Marketing Committee
Terms of Reference

1. Business

Matters relating to the attraction of visitors to the Railway and the maximising of revenue in all areas of the organisation.

2. Powers and Responsibilities

- a) To make recommendations to Council, Board or Officers on matters of policy or action;
- b) To recommend the appointment of a Society Publicity Officer in conjunction with the job description to Council;
- c) To receive reports from, work with and support the Marketing Officer, Society Publicity Officer and other Officers, Employees and Volunteers working on marketing;
- d) To receive reports from, work with and support the Press Team;
- e) To recommend to the September Council Meeting an annual Marketing Budget which will include the Society Publicity budget;
- f) To work with the Marketing Officer to produce a Marketing Strategy annually;
- g) To receive reports from and provide information to the Local Marketing Support Group;
- h) To ensure the timely production of a high quality, attractive and informative main timetable leaflet and other leaflets as required and to support those appointed to do this task;
- i) To ensure effective and timely distribution of all publicity material and to review the effectiveness of our distribution system;
- j) To ensure that the activities of the Railway are advertised in the most effective places and to work with the Officers to ensure that this happens;
- k) To encourage the Society Members to publicise the Railway at every opportunity and to keep members up to date with news, plans, activities and events to assist them in doing so;
- l) To advise and support (but not instruct) the Webmaster with keeping the website up to date and interesting for our intended users;
- m) To co-ordinate a programme of special events for the year and appoint a co-ordinator to each event;
- n) To provide information about all special events at the start of each season to the Officers so that procedures are in place to deal with enquiries/bookings professionally;
- o) To seek new and innovative ways of marketing the Railway and its activities.

Traffic and Operating Committee
Terms of Reference

1. Business

Matters relating to the operation of the Railway.

2. Powers and Responsibilities

- a) To make recommendations to Council or Board or Officers on matters of policy or action - Board, Council and Officers will normally consult the Committee on matters of Traffic & Operating policy before a decision is made;
- b) To maintain channels of communication between operating volunteers and Board, Council and other Committees, and Company Officers, and to receive reports from Officers;
- c) To consider Health and Safety matters raised by operating volunteers and TRPS members;
- d) To discuss reports of potential incidents and near misses and reinforce best practice to reduce similar occurrences in future;
- e) To encourage safe and efficient operating practices including adherence to the Operating Rules and Regulations;
- f) To encourage best training practice and the participation of volunteers in all aspects of training and to support the Training Co-ordinator and Training Assistant in arranging training programmes and events for volunteers;
- g) The Committee has no delegated power to make decisions on behalf of Board or Council, or to authorise expenditure.

Membership & Activities Committee
Terms of Reference

1. Business

To be responsible for interests of members now and in the future

2. Powers, Rights and Responsibilities

- a) To make recommendations to Council, Board or Officers on matters of policy or action;
- b) To maintain channels of communication between Members, Volunteers, Board, Council and the Society;
- c) To receive reports from and work with/support the Membership Secretaries, Volunteer Co-ordinator, Young Members Group, Area Group Liaison Officer and Area Groups and Leaders from Tracksiders and Navvies;
- d) Communicate with Area Groups and the Area Group Liaison Officer highlighting issues to Council as necessary;
- e) Receive reports from Tracksiders, Navvies and the Young Members Group and support as necessary;
- f) Receive report from Volunteer Co-ordinator;
- g) Work with the Volunteer Co-ordinator to encourage members to volunteer in all areas of the railway;
- h) Co-ordinate a programme of social events for the benefit of members and appoint a co-ordinator for each event;
- i) Managing the finances of the social events.