

# Birmingham PHAB Camps Operational and Governance Procedures

## Executive Summary

The Birmingham PHAB Camps Operational and Governance Procedures have been designed to provide a clear set of operating and governance procedures for Birmingham PHAB Camps to operate accountably, sustainably and safely as an **unincorporated association charity**, and in full compliance with the broad terms of reference laid out in the charity's official **Constitution and Rules** which has been registered with the Charity Commission since 1973 and is available to view separately.

### The Charity

Birmingham PHAB Camps is a voluntary organisation that provides holidays aimed at creating inclusion for disadvantaged young people, with and without disabilities, living in the Birmingham area.

### Membership

Membership of the charity shall be awarded to all those who sit on Operational Committee or join the Board of Trustees. Membership shall be renounced upon stepping down from the Operational Committee and/or Board of Trustees.

### Management

In summary, Birmingham PHAB Camps will be managed by an active Operational Committee with a set of sub-teams responsible for delivering the charity's objectives, under the governance of a Board of Trustees who are accountable for the charity.

### Board of Trustees

The Board will comprise of seven trustees, consisting of four officers (Chair, Vice-Chair, Treasurer and Communications Officer) and three further trustee members.

The Board will meet **four times a year** to review Birmingham PHAB Camps aims, policies, strategy, finance and sustainability.

The Board will be responsible for the approval of all Birmingham PHAB Camps policies.

NB: Policies, guidelines or procedures may be formulated by the Board, Operational Committee or Sub-teams as appropriate, but final approval, if called upon, remains with the Board.

### Operational Committee

Strategic policy and day-to-day management shall be the responsibility of the Operational Committee (hereafter referred to purely as "Committee"), which will meet monthly eleven times a year, excluding August when the majority of holidays take place. Committee will comprise the four officers of the Board of Trustees, who will carry out the same positions on Committee: Chair, Vice Chair, Treasurer and Communications Officer and at least seven other members, inclusive of Leaders for any given year.

At the December review meeting, or prior to by email, every member must confirm:

- i. Whether or not they intend to remain on Committee.
- ii. Which sub-team/s they would like to remain on or move to.
- iii. Whether they would like to stand for an officer role or singular trustee position on the Board of Trustees.

### Sub-teams

Operational activity, agreed by Committee (with approval of the Board if required), will be carried out by sub-teams. The Charity will comprise of six core sub-teams, with others created if required. All members of Committee must be active on one or more of the sub-teams. Members can *request* to change teams at each December meeting.

### The six core teams are:

Fundraising Team; Holiday Allocation Team; Volunteer Allocation Team; Leadership Team; Communications Team; and Transport Team.

### Elections

**The Board of Trustees** will be voted in by Operational Committee every two years, through the AGM. Existing members of Operational Committee will be asked if they wish to stand for an officer and / or trustee role at least one month in advance of the given AGM. They will also be asked whether they should like to recommend anyone with specific expertise from outside of the charity to stand to be a trustee.

Notification shall be released to all Operational Committee members at least two weeks before the given AGM, with a list of all those standing (including which officer role if relevant) together with a short statement from each candidate outlining their background, reason for standing and what they feel they will bring to the role of Trustee / specific officer of the charity.

**Membership of Operational Committee** (which also constitutes charity membership) will be reviewed each year. Anyone can request to join Operational Committee, subject to a short informal approval process.

**Sub-teams** will largely decide their own size and composition.

- External participation on the Communications, Fundraising and Transport sub-teams does not require any formal approval from the Board or Operational Committee.
- Participation on the Volunteer and Holiday Allocation Teams must only involve Committee members for Data Protection reasons.
- Camp Leaders will be proposed at Operational Committee. Proposed first-time leaders will have a meeting with one of the trustees (usually the Chair), for final approval by the Board (which is likely to be obtained via email).

#### **Finance:**

Overall financial management shall be the responsibility of the Treasurer, who should ideally possess formal accounting qualifications.

Annual Report & Accounts are to be produced by the Chair and Treasurer in accordance with rules laid down by the Charities Commission and subjected to an Independent Review by a qualified accountant accepted by the Board. The books of account shall be open to regular inspection by the Board, supported by a quarterly Treasurer's report.

#### **Dissolution:**

In accordance with the wording of the Constitution and Rules:

"any assets and funds remaining after discharge of any debts and liabilities, shall be transferred to any other charity having similar objectives."

Accordingly, members will vote on the charity if required. Dissolution shall occur when the Board, meeting in quorum, decides by a majority vote, that it can no longer carry out the aims & objectives stated above.