



## **Heritage Group - Terms of Reference**

The Heritage Group is a sub-committee of the Sanday Development Trust Board of Directors.

### **Membership**

The sub-committee shall consist of at least one board director. Other members could include:-

- ◆ Directors
- ◆ Members
- ◆ Local people
- ◆ Local organisations

An individual with a passion and particular interest in heritage should take the lead role within the sub-committee. The work load of any office bearers can be varied to suit individual time availability and expertise.

### **Appointment of Sub-Committee**

Following the Sanday Development Trust Annual General Meeting (AGM) each year, the board of directors shall appoint a nominated director to the heritage group who will undertake this role until the next AGM. This director shall be responsible for reporting to the full board of directors.

### **Frequency of Meetings**

The sub-committee shall meet not less than four times in a year. A quorum at each meeting shall be three members.

### **Recording of Meetings**

The sub-committee shall ensure that an agreed written record of each of their meetings is forwarded for receipt at the next ordinary meeting of the full board of directors and for inclusion on the Trust's website. A Minute of the meeting will also be forwarded to the Projects and Grants Officer (PGO) at the earliest opportunity to ensure the officer is closely informed of progress. The heritage group may wish to appoint a secretary to undertake this role.

### **Staff Attendance**

Staff will provide a resource for the sub-committee and are not expected to attend every meeting or undertake the lead role. The PGO has overall responsibility for coordinating all funding applications and will provide any assistance required by the heritage group in applying for smaller grants. The PGO will share with the group details of any funding available that the group may not be aware of.

### **Role and Purpose of the Sub-Committee**

- ◆ Work alongside the Heritage Centre Assistant to develop displays and assist with the preservation of materials within the Heritage Centre
- ◆ Work with the Heritage Centre Assistant to ensure the centre and croft is manned, opened and closed, as required
- ◆ Propose projects for approval by the board of directors
- ◆ Develop projects that have been agreed by the board of directors
- ◆ Undertake fundraising to support the heritage centre, croft and other heritage related projects
- ◆ Identify and prepare small funding applications e.g. OIC's Culture Fund
- ◆ Keep the community and other stakeholders informed of new developments and plans.
- ◆ Identify and liaise with partners (e.g. Orkney Museum)

## **Powers**

The heritage group has the authority to develop the displays and manage the day-to-day running of the heritage facilities, without reference to the full board.

Furthermore, in order to enable the sub-committee to carry out its work - as listed in the role and purpose section above - the heritage group are able, with the prior approval of the nominated director and group Treasurer, to undertake expenditure in the following circumstances:-

- ◆ Where funding has been obtained for specific expenditure
- ◆ Where the expenditure has been identified within a budget approved by the full board.

Subject to the following financial limits:-

Up to £250 – no further authorisation required

Up to £500 – authorisation required from Sanday Development Trust Chair and Treasurer

Over £500 – authorisation required from the full Sanday Development Trust board

Except as detailed above, approval for any further expenditure must be sought from the Board, unless authorised by the Trust chairman for urgent matters.

The heritage group does not have the ability to alter the hours or the job description of the Heritage Centre Assistant without reference to the full board or the Heritage Centre Assistant's line manager, as appropriate.

Whilst the heritage group are encouraged to identify and prepare funding applications, it does not have the authority to submit an application without the prior approval of the full board of directors, unless authorised by the Trust chairman for urgent matters.