

British Kashmiri Medical Association

The Executive Committee

Terms of Reference

The Executive Committee (the **Committee**) is formed in accordance with the constitution of the British Kashmiri Medical Association (the **Constitution**) (the **Charity**) and its purpose is to conduct the day to day management and administration of the Charity.

1. Membership of the Committee

1.1 The Trustees of the Charity (**the Trustees**) appoint the members of the Committee and shall review the membership every three years.

1.2 The membership of the Committee comprises:

1.2.1 those of the Trustees who are Office Bearers, namely:

1.2.1.1 the President;

1.2.1.2 the Vice President;

1.2.1.3 the General Secretary;

1.2.1.4 the Treasurer; and

1.2.1.5 the Social Secretary (together the **Office Bearers**); and

1.2.2 a maximum of ten members (**Ordinary Members**) who are Members of the Charity.

1.3 The President may invite others to attend all or part of meetings of the Committee, as required. Any such invitees shall not have voting rights.

1.4 Appointment of Ordinary Members:

1.4.1 Ordinary Members shall apply for appointment to the Committee and may then be appointed by resolution of the Office Bearers. The application process requires prospective Ordinary Members to submit their profile and a Statement of Intent (not exceeding 250 words) to the General Secretary by a date chosen by the Trustees. All complete applications received from applicants who meet the eligibility criteria set out in this clause shall be reviewed by the Office Bearers, who, in reaching their decision, will take into account any specific skills or experience required on the Committee. All Ordinary Members shall:

1.4.1.1 be Members of the Charity;

1.4.1.2 have paid in full their membership fees currently due;

1.4.1.3 be appointed to the Committee for a term of three years; and

1.4.1.4 not serve for more than two consecutive terms on the Committee unless otherwise agreed by the Office Bearers in exceptional circumstances.

1.5 Retirements, resignations and removals

1.5.1 An Office Bearer who ceases to be an Office Bearer, for whatever reason, shall cease to be a member of the Committee with effect from the same date.

1.5.2 An Ordinary Member ceases to be a member of the Committee if they:

1.5.2.1 resign from the Committee by notifying the President in writing;

1.5.2.2 in the written opinion of a registered medical practitioner treating that person, have become physically or mentally incapable of acting as an Ordinary Member and may remain so for more than three months;

1.5.2.3 die;

1.5.2.4 are convicted of a criminal offence anywhere in the world; or

1.5.2.5 are considered by a majority of two thirds of the Committee to have acted contrary to the best interests of the Charity or to have brought it into disrepute (prior to any decision to remove them, the Ordinary Member may be suspended by the Committee and shall be given an opportunity to express their views to the Committee orally or in writing).

1.5.3 Should an Ordinary Member leave the Committee prior to the expiration of their term, the Office Bearers may co-opt another Member of the Charity to serve as an Ordinary Member until the next Annual General Meeting of the Charity. Applications for one or more Ordinary Members would be invited from the Members at the Annual General Meeting and the co-opted Ordinary Member would be eligible to apply. If appointed by the Office Bearers, the period of service completed whilst a co-opted Ordinary Member would not count towards their term.

1.6 The President shall be the chairman of the Committee and the General Secretary shall be the secretary of the Committee.

1.7 Subject to the approval of at least the majority of the Office Bearers, the Committee may decide to appoint one or more temporary sub-committees, if circumstances deem it expedient to do so, and may appoint non-Committee members to be members of such sub-committees. Provided always that at least one Office Bearer and one Ordinary Member shall be members of any such sub-committee.

2. **Proceedings of the Committee**

2.1 The Committee shall meet not less than four times per annum. Additional meetings may be held as necessary and may be called by the President.

- 2.2 Meetings are usually held in person, but may be held by telephone, video conference or electronic or other virtual means, provided that all participants may hear and communicate with each other simultaneously.
- 2.3 The quorum for decision-making at meetings is two thirds of the members of the Committee and shall include at least two or one third of the Office Bearers, whichever is the higher, one of whom shall be the President or the Vice-President.
- 2.4 If a Committee member has a personal interest, directly or indirectly, in a matter to be discussed by the Committee, the Committee member shall:
 - 2.4.1 declare an interest before or when the matter is discussed;
 - 2.4.2 withdraw from the discussion on that matter, unless invited to remain to contribute information;
 - 2.4.3 not be counted in the quorum for that part of the meeting and any vote on the matter; and
 - 2.4.4 withdraw during the vote and have no vote on the matter.
- 2.5 Decisions shall be made by a majority of votes of the Committee members present and, in the case of an equality of votes, the President shall have a second or casting vote.
- 2.6 No Ordinary Member is authorised to sign any document or enter into any oral or written contract on behalf of the Charity, or otherwise bind the Charity in any way, without the prior consent in writing of the Committee. Such consent may be contained in the approved minutes of a Committee meeting.
- 2.7 The General Secretary shall prepare a written record of each Committee meeting and shall circulate it promptly after each meeting to all Committee members.
- 2.8 The President shall present an oral report of the Committee's activities at each meeting of the Trustees.
- 2.9 The President may encourage members of the Committee to attend training courses relevant to the work of the Committee.

3. Authority of the Committee

- 3.1 The Trustees authorise the Committee to:
 - 3.1.1 carry out the day to day management and administration of the Charity, including the design and co-ordination of the Charity's projects, functions and events; and
 - 3.1.2 commit to expenditure within the budget previously agreed by the Trustees and only to commit to expenditure in excess of the budget with the prior consent of the Trustees.

3.2 In all other respects, the Committee shall only make recommendations and provide advice to the Trustees.

4. Functions of the Committee

4.1 The functions of the Committee are to:

4.1.1 formulate an annual action plan after AGM or at the start of year and present it to the Board of Trustees for approval and devise, organise, implement and promote projects, functions and events to be undertaken by the Charity in pursuit of its charitable objects, in furtherance of the strategy for the Charity as set by the Trustees;

4.1.2 attend to the day to day administration of the Charity;

4.1.3 review and approve or reject applications for membership of the Charity;

4.1.4 manage the Charity's membership, including membership administration;

4.1.5 manage the Charity's finances;

4.1.6 devise, organise, implement and promote fundraising initiatives for the Charity;

4.1.7 maintain, apply and keep under review a system of risk management relating to the Committee's activities, which is in keeping with the overall risk management strategy set by the Trustees; and

4.1.8 consider such matters concerning the management and administration of the Charity as the Trustees may refer to it.

4.2 The Committee shall ensure that all its operations are in furtherance of the best interests of the Charity and in accordance with the Constitution and any accompanying Rules and Byelaws.

5. Review

5.1 The Committee shall review these Terms of Reference annually at the first meeting of the Committee following the Annual General Meeting of the Charity. The Committee shall refer any proposed amendments to the Trustees.

5.2 The Trustees, or any advisors appointed on their behalf for this purpose, may make suggestions to amend these Terms of Reference should the scope or functions of the Committee, or its responsibilities, change or if there is a change in law or practice.