

SNOWSPORT ENGLAND

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List of Standing Orders

A. Financial

1. All committees responsible for their budget must submit an annual budget to the CEO for board approval in Nov/Dec. Any expenditure outside the budget over £250 must be authorised by the CEO
2. All / payments normally be signed by the Chief Executive or Company Secretary with those over £1000 being countersigned/authorised by the Finance Director or Chairman
3. Each Key Committee is encouraged to obtain sponsorship, and report in advance of any agreement to Chief Executive for approval and to avoid any conflicts.
4. Management accounts to be prepared on at least a quarterly basis although it may be prudent to produce more frequent statements at times of greater activity.
5. No expenses will be paid to volunteers until they accrue to over £10.

B. Other Matters

6. Meetings Quorum, there must be a quorum of a minimum of three members plus the Chairperson at a Key Committee meeting. The three members must not include the Board member or the Chief Executive.
This rule does not apply to appointed sub committees.
7. Agenda items 7 days in advance, circulated to all 5 days in advance
8. Telephone Conference facility will always be made available with video as required
9. Minute summary approved at end of each agenda point to enable draft distribution of the key agenda highlights at the end of the meeting.
10. The draft minutes of all Key Committees are to be circulated within 14 days and approved by the majority of the Committee within 21 days. The minutes must be sent to the office(info@snowsportengland.org.uk) no later than 21 days after the date of the meeting. The minutes will then be presented to the Board, circulated to all relevant interested parties and published on the SSE website.

11. **Competition Results**
All events that are run by Snowsport England must have results published on the SSE website. This must be completed at the earliest opportunity.

12. **Declaration of Interests**
 - a) Board members and Committee leaders must declare their interests; forms must be submitted annually after the AGM.
 - b) This should be a standing item on the agenda at all key committees
 - c) The staff should complete the same forms of declaration as volunteers do
 - d) Declarations of interest must be made by nominees for a position as director of Snowsport England, with a special declaration of a director struck off within the preceding 2 years.

13. **Equal Opportunities.**

All Key Committees must adhere to the Equality Policy; copies can be obtained from the office.
<http://www.snowsportengland.org.uk/documents/Equity%20Policy%202013.pdf>

14. All Board discussions are confidential and sensitive and should be treated with the appropriate respect. No Board papers may be circulated to others unless the Board agrees to do so. In addition, draft minutes of Board Meetings are also confidential to the Board until all Directors have accepted them.

It would be the aim to have draft minutes produced and agreed by all within 14 days unless exceptional circumstances dictate otherwise.

15. **Safe Guarding**
All volunteers and staff will follow the Snowsport England Child Safe Guarding and vulnerable adults Policy (Snow Safe). Latest version can be found
<http://www.snowsportengland.org.uk/AboutUs/Governance.aspx>

16. **Code of conduct**
All directors, key committee members and regional chairs will abide by SSE's code of conduct

Updated February 2016