

Approved 12th September 2019
Reviewed annually

List of Standing Orders

A. Financial

1. All committees responsible for their budget must submit an annual budget to the CEO by Sept/Oct board approval in Nov/Dec. Any expenditure outside the budget over £250 must be authorised by the CEO
2. 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.
3. Committee to review quarterly accounts. To be provided 6-8 weeks following the end of each quarter.
4. No expenses will be paid to volunteers until they accrue to over £10.
5. All transactions exceeding £1,000 to be authorised either by the Chair of the Board or the Finance Director.
6. Below £1,000, authorisations are to be confirmed by the CEO or by the Operations Manager when the CEO is on leave. Where the Operations Manager authorises expenditure, a listing should be made and reviewed with the CEO on return from leave
7. A Purchasing order procedure to be introduced for all orders initially exceeding £1,000, with the above financial authorising limit applying.
8. To obtain at least two quotes for all expenditure exceeding £1,000, unless authorised otherwise by CEO or Finance Director. For expenditure above £5000 the number of quotes to be sought, or whether a tender process is to be required to be discussed and agreed by the board.

B. Committee recruitment**6. Committee Chair**

The committee chair is appointed by the SSE board. After each AGM the board will either reappoint the current chair if they are willing to stand or appoint a new chair.

Every 3 years the board will poll the committee for nominations for committee chair

The chair's role is to manage and coordinate the committee and sub-committees to deliver on the purpose for that committee and to help the organisation deliver its overall strategy.

7. Committee members

The chair is then delegated the authority to put together a committee to deliver the purposes and aims for that committee.

Recruitment of committee members

- This should be done through an open process. With the clear role descriptions, necessary knowledge, experience set out in any advert (in the case of the Coaching Technical Panel this might be a much smaller group but should still be done in an open and transparent way).
- Consideration should be given regarding diversity of the committee and all efforts should be made to recruit a diverse range of volunteer. When recruiting we should be making sure adverts are designed in a way to encourage applications from all sections of the community.
 - Each committee should be aiming to try and achieve gender parity
 - Appropriate age range
 - Inclusion of ethnic minorities
 - People with a disability

All committee names & emails should be sent to the office for the board to ratify each committee. All committee members should then sign up to the SSE database.

8. Sub Committee

The committee can decide to set up sub-committees. They need to set out the ToR for each subcommittee and this subcommittee needs to report back to each committee meeting.

The CEO needs to approve each sub-committee.

C. Other Matters

9. 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.
10. Agenda items 7 days in advance, circulated to all 5 days in advance
11. Telephone Conference facility will always be made available with video as required
12. Minute summary approved at end of each agenda point to enable draft distribution of the key agenda highlights at the end of the meeting.
13. 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.
14. Competition Results
All events that are run by Snowsport England must have results published on the SSE website or GBski. This must be completed at the earliest opportunity.
15. Declaration of Interests
 - a) Board members and Committee members 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.
16. Equal Opportunities.

All Key Committees must adhere to the Equality Policy; copies can be obtained from the office.
17. 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 21 days unless exceptional circumstances dictate otherwise.

18. 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 <https://www.snowsportengland.org.uk/safeguarding/>

19. Code of conduct

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