

# CREST WALTHAM FOREST

## Sub-group Terms of Reference

### Governance

In order to provide a forum for discussion with staff, volunteers and Trustees, focusing on each service which operates under the umbrella of CREST, sub-groups have been established which report to the Management Committee. These terms of reference should be read in conjunction with the CREST Governance Policy

The sub-groups are:

Charity Shop

Disability and Dementia Service

Finance and Staffing (Volunteers)

Harmony Hall, Mental Health, thinkarts! (Volunteers)

The Chair of each sub-group (who will be one of the Trustees) has delegated authority to take decisions to ensure the smooth running of the service having, if necessary, taken advice from staff and others with relevant expertise.

### Aim

The aim of the sub-groups is to support, keep under review and suggest improvements to each aspect of the service

### Key Tasks

- To provide a forum for discussion , the development of ideas and to help drive the service agenda forward
- To have reasonable oversight of the financial standing of CREST and how that applies to each service
- To discuss and advise the Staffing and Finance sub-group of any staffing or finance issues and advise on recruitment
- To request (via the sub-group Chair any updates from the CREST Manager on issues discussed before the next sub-group meeting
- If it is felt necessary to gain additional expertise or advice, to invite appropriate people to sub-group meetings on an ad hoc basis

- To provide notes of the sub-group meeting which will be sent to the CREST Manager for circulation to members of the sub-group and for distribution to all Trustees with Management Committee papers

### **Membership**

The membership and Chair of each sub-group will be those Trustees with a particular interest and relevant staff.

If it is felt appropriate for paid staff members to attend then they will be paid up to a maximum of two hours per meeting.

### **Frequency of Meetings**

Bi-monthly on a date agreed by the Chair and Members of the sub-group

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