



# **Rickmansworth Waterways Trust**

## **Operations Group Terms of Reference**

**Document Number P18**

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## Rickmansworth Waterways Trust Operations Group Terms of Reference



The Operations (Ops) Group is a body delegated by the Trustee Board to manage the day to day operational activities of the Trust. This allows the Trustee Board to manage more strategically and avoid detailed operational discussions in Trustee meetings.

### 1 The Group's Remit

- To oversee all the practical activities of the Trust with the exception of the education programmes and the Festival
- To provide advice and guidance to the General Manager
- To review current practices within the group's remit and discuss innovative ideas

### 2 Make Up of the Group

- A small group consisting of the General Manager, one to three trustees and one to three volunteers, subject to a maximum of six.
- To be chaired by a Trustee
- Meetings to be held as appropriate, usually on a monthly basis
- The spending limit of the group, without permission from the Trustee Board, to be £100 on any one item/project
- The current financial position of the Trust is to be taken into consideration before any discretionary spend within this £100 limit

### 3 Involvement with the Board of Trustees

- Prior to a meeting, trustees to be given the opportunity to add any items to the agenda
- Minutes of each meeting to be sent to all Trustees
- Any innovative ideas or issues of concern discussed at an Ops Group meeting are to be brought to the attention of the Trustees by the group's chairperson. These should be discussed at the next Trustees' meeting or by email, depending on the circumstances.
- The Trustee Board will then agree whether and how ideas will be implemented
- The Ops Group chairperson will report back to the group on any such item reviewed at a Trustee meeting.