Oasis Hub Bath Trustees

Terms of Reference

Name of group: Oasis Hub Bath Trustees

Purpose / role of the group:

- The Oasis Hub Bath trustee group are the legally responsible body for the work of the charitable company. The trustees work alongside the Hub Leader and OCP Director to provide effective governance to all of the work of the charity.

Membership:

- Membership of the group is by recommendation of the Hub Leader, Oasis Hub Bath Trustees and OCP Director, approved by the trustee board of OCP.
- Members will become directors of the charitable company, registered with both the Charity Commission and Companies House.
- Members are required to sign an Oasis code of conduct and ethos statement.
- The minimum size is 3 in order to be quorate, but should be made up of 4 – 8 people.
- The term of office is 3 years, but subject to remaining eligible members can be reappointed.
- Further criteria for membership can be found in the articles of association for the charity.

Responsibilities and Accountability:

- Attending trustee meetings 4 times a year.
- Attending Oasis Hub Bath events and activities as required.
- Ensure that the Charitable Company complies with its governing document, its constitution, charity law and other relevant legislation or regulations.
- To contribute actively in signing off the strategy of the Charitable Company, and regularly monitor progress towards this.
- To review financial monitoring reports, and approve the budget and annual accounts each year.
- Sign off on membership for the Church and Hub Steering Groups and receive reports from both groups.
- Completing any agreed actions between meetings and feeding back to the group as appropriate.
- Further guidance is provided by the link Oasis Community Partnerships Director.

Meetings:

- Meetings will be held every quarter.
- The secretary will organise the meetings and set the agenda for them.
- Meetings will follow a formal agenda agreed in advance to ensure that all governance issues are covered.
- The secretary will take minutes and will take responsibility for the safe keeping and distribution of the minutes and any related actions.

Sharing of information and resources (including confidential materials):

- Group members will share resources via email, the sharepoint platform and at meetings.
- All materials and communications related to the group should be assumed as confidential.

Definition of terms:

- Oasis Hub Bath: 'hub' is the umbrella term for anything Oasis does in Bath, and refers to the charitable company set up by Hay Hill Baptist Church and Oasis UK to deliver community work in Bath.
- Oasis Community Partnerships is the parent charity to Oasis Hub: Bath.

Review:

This document was created in March 2021 and should be reviewed in March 2022.