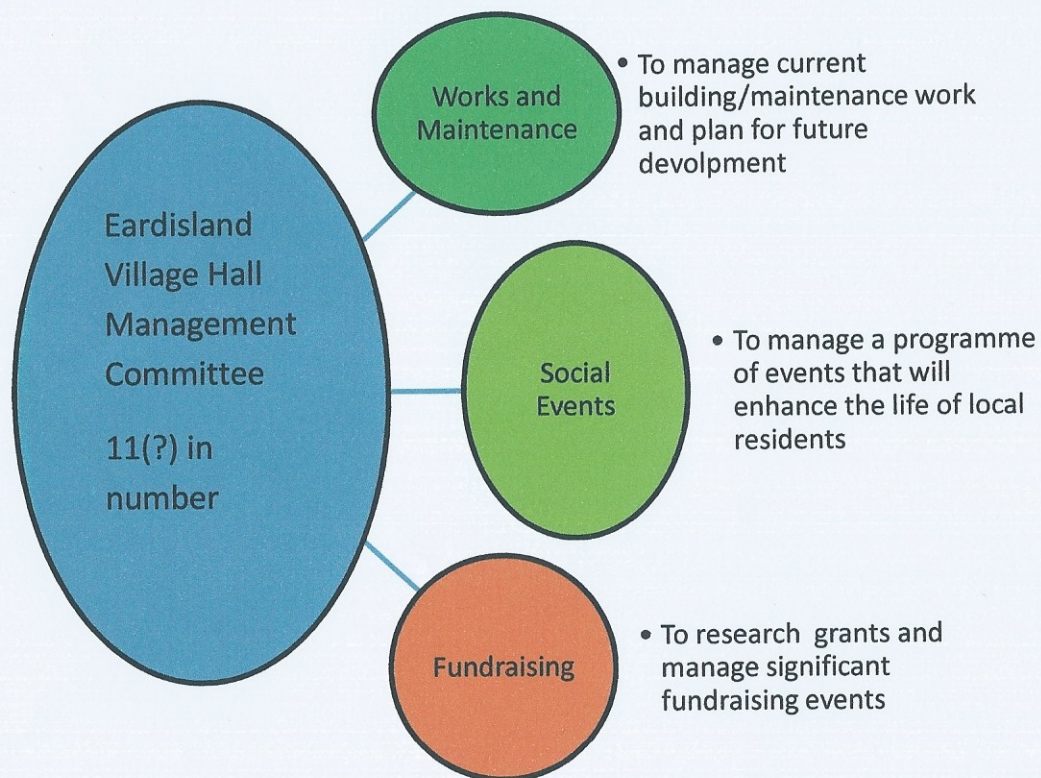


EVHMC: Suggested Committee Structure



Terms of Reference for Sub Committees:

1. The sub-committee will report to the Eardisland Village Hall Management Committee (EVHMC) and the report will be included in the minutes. This will be the document of record. The sub-committee will keep meeting notes.
2. The sub-committee will meet regularly according to need.
3. The sub-committee will not exercise any expenditure on behalf of the EVHMC except in accordance with a budget agreed by EVHMC.
4. EVHMC will review the need for the sub-committee from time to time
5. The sub-committee will comprise of two trustees and non-trustee volunteers where applicable
6. Each sub-committee will have additional Terms of Reference to clarify its role

Note: items 1-5 above are in accordance with the EVHMC's governing document Clause 7 sub clause (i) – (iii)