



Essex County Cricket Club ("the Club") Terms of reference for the Members' Committee ("the Committee")

Role and Purpose of Committee

The Committee will be the conduit for information and policy matters between the Membership of the Club and the Club's Board ("the Board").

It will advise the Board of concerns and any issues raised by the Membership as well as providing a channel for consultation with the Membership.

Membership of the Committee

The Committee will be formed immediately following the Club's annual general meeting in 2021.

It will comprise:

1. Deputy Chairman of the Club
2. One other member of the Board
3. Three Members elected by the Membership who will each serve a three-year term save that in the case of those elected in 2021, one shall retire at the Club's AGM held in 2023, one at the Club's AGM held in 2024 and the third at the Club's AGM held in 2025. Such dates of retirement shall, as between the three elected Members be determined by lot. Members may seek re-election for a second term but there must then be an interval of at least one year before they seek further re-election.

The Club's Chief Executive and Membership & Ticketing Manager will attend but have no voting rights. In attendance also will be the personal assistant to the Club's CEO who will arrange meetings, circulate the agenda, take minutes and provide secretarial support. As required and according to items on the agenda other members of the Club's staff may be invited to attend meetings.

Roles and Responsibilities

The Committee will assist the Board and Chief Executive to develop communication channels between the Club and its Membership and provide information to the Board to enable it to reach decisions that affect the Membership. It will assist with the communication of such decisions to the Membership.

It will provide information on and give guidance to the Board on matters that include, but not be limited to:

- Facilities at the County Ground encompassing seating (including provision for less able visitors), the provision of information, safety and catering available to Members on matchdays
- Special events organised by the Club which Members may attend whether at the County Ground or off-site
- Liaison with the management committees of the Peter Edwards Museum and Library, the Essex Boundary Club, the Essex Cricket Society and any other ad hoc organisations having an interface with the Club
- Proposed changes to Membership categories and fees.



The Membership of the Committee will commit to:

- Attending all scheduled meetings
- Sharing all communications and information across Committee Members
- Making timely decisions
- Notifying Members of the Committee as soon as possible if any matter arises which requires the consideration of the Committee.

Members of the Committee will expect:

- To be provided with accurate and timely information
- To participate in open and honest discussions, without resort to misleading assertions, based on factual information

Meetings

All meetings will be chaired by the Club's Deputy Chairman.

A meeting quorum of the Committee will be three voting Members. Decisions will be made by consensus. If this is not possible, the chairman will have a casting vote.

Meeting agendas, supporting papers and minutes will be provided by the personal assistant to the CEO.

No fewer than four meetings a year will be held timed to be held prior to the start of the cricket season, midway through the season, at the conclusion of the season and at a suitable time during the off season. If necessary, a specific meeting to induct new members of the Committee will be held within 14 days of the date of the Club's annual general meeting.

If required, ad hoc meetings may be arranged outside these times if a situation arises that needs consideration by the Committee. Such meetings will be organised at a time suitable for the majority of members of the Committee.

Amendments, Modifications or Variation

These Terms of Reference will be reviewed by the Board no less frequently than every three years and may be amended, modified or varied after consultation with the Committee.

