

CSMA 100th Anniversary Steering Committee

Terms of Reference

August 2020

General

This committee is formed on a task and finish basis to oversee the activities, events and functions related to celebrating 100 years of existence of the Civil Service Motoring Association during the entire year of 2023.

Membership

Alan Thurbon – Association Vice Chair, Chair of Steering Committee
Madeleine Grubb - Club Leader
Geoff Gaunt - Independent Council Member
Brian Roberts - Independent Volunteer
Michael Tambini - Cotswold Motor Museum Manager
Darren Milton - Head of Brand and Content
Nick Hoath - Head of Member Communities, Committee Administrator

Responsibilities

1. To mark the centenary of the Association in a significant manner, appropriate to the occasion and the current membership.
2. To oversee the production of a detailed archive document encompassing the Association's 100 years of existence and making such a document available to every member.
3. To invite all Local and Interest Groups to organise and promote a special event/activity to celebrate the centenary. The organisation and funding of such events should comply with basic guidelines as detailed in the Club Handbook and run in a 'business as usual' format.
4. To facilitate special celebration centenary events and those activities that are over and above the normal business should be considered individually within the Steering Committee remit.
5. To establish links with other organisations, companies or attractions also celebrating 100 years of existence for the benefit of our membership.
6. To provide accurate and updated reports to the Board at regular intervals.
7. To present detailed and timely budget requests to the Board for approval and monitor expenditure against the budget.
8. To have oversight of all financial circumstances and report where necessary and appropriate to relevant parties.
9. To assist, wherever possible, in creating major opportunities to contribute to a large increase in membership recruitment and/or brand awareness.
10. To ensure that all avenues for publicity and communication are utilised to promote the events, activities and brand and involve all stakeholders.

Accountabilities

1. To the Members.

2. To the Board.

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