



Terms of Reference - Secretary

The Secretary is a leading figure of the OU Walking Club. The job involves a multitude of different responsibilities and it is therefore essential that the Secretary is efficient and well organised. The following list describes the Secretary's key responsibilities, but one of the most important duties is to keep tabs on the President, to make sure that he/she is doing the job properly!

The Secretary's job begins at the Transfer of Power (at the TGM) and ends at the same time in the next term. The main tasks are:

- Taking the minutes at committee meetings, printing or photocopying them and distributing them to committee members well before the next meeting, along with an agenda for the coming meeting.
- Dealing with the club's correspondence.
- Dealing with minibus bookings and booking minibus tests.

Below is a list of things to do. Please note it is not exhaustive!

After your election:

1. Obtain all the files (Minutes file, documents file, correspondence file), computer disk from the previous secretary. (We don't have a photocopying card (for the Sports Fed photocopier) at the moment.)
2. Fill in the change of committee form, available from the Sports Federation website www.sport.ox.ac.uk (the template is on the disk)
3. Get all members of the new committee to sign a declaration (the template is on the disk). This was recommended to us by the BMC.
4. Remind the previous Secretary to give you the minutes of the final committee meeting of the previous term, as well as the TGM minutes and copies of motions to be ratified at the next TGM.

At the start of term:

1. Send out the minutes of the final committee meeting of the previous term to all the members of the new committee. Ensure the committee members know when and where the first meeting is.
2. Ensure that the new President has the termcard in hand. Check that the Trip and Safety Co-ordinator has ensured that the trip leaders have booked, or are booking accommodation. Check that there are enough walk leaders. Check that the previous Secretary has booked the minibuses.
3. Check that the Social secretary is organising the social schedule and booking relevant rooms.
4. On receipt of the termcard, send:
 - One copy to the Senior Member, along with an invitation to the special event that term (Ceilidh, Annual Dinner etc).
 - One to each of the advertisers, through the Treasurer.
 - One copy to every member unless their membership has expired, including external members and ex-Presidents up to three years after their Presidential term (the current President will organise this).
 - One to the Bodleian's Collection of OUWC archives. You can send it by University Messenger or deliver to the New Library (Front Office) or to Room 132 (Modern

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manuscripts and John Johnson Reading Room in the New Library). Mark contributions for the attention of Julie Anne Lambert, John Johnson Collection, Bodleian Library.

- One to the ASO Sport (Richard Dodsworth).
 - One to the Oxford Student and the Cherwell. (We don't do this at the moment.)
5. Notify the Proctors (through the Director of Sport) promptly of any change in the Constitution and send them a termcard.
 6. Send minutes from TGMs and committee meetings of any terms more than 3 years ago to the Bodleian Archives, giving them advance notice via email: Mike Webb, Western Manuscripts, Bodleian Library, mnw@bodley.ox.ac.uk.

Throughout your term of office:

1. Take minutes and send out minutes and agendas. Send the agenda of the next committee meeting along with the minutes of the last meeting to the committee, no less than three days before the committee meeting. (Templates for minutes are on the disk.) Be careful about recording names (e.g. if a member has complained or someone has been referred for further training after a minibus course, just say "a member") and jokes: silliness might not be appreciated by people later in life or by their employers (particularly potential employers!).
2. Prepare a Secretary's report for committee meetings. This is to let the committee know what you have been doing.
3. Ensure again that rooms have been booked for all events. Check all arrangements for Free Tea, TGM, Ceilidh, Annual Dinner, Punt Party, Freshers' Fair etc. have been made (according to which of these happen in your term of office)
4. Check that the Treasurer is collecting money from the advertisers.
5. Advertise local walks on the online daily information sheet, plus any other reputable sources of information, e.g. college newspapers.
6. Keep your files well ordered and up to date. Each file tells you how to do this.
7. Throughout the term encourage members to be more active - look out for prospective trip leaders and committee members.
8. Liase with the Membership secretary and try to recruit potential minibus drivers and book the minibus tests (see below for more information).
9. You are responsible for the walking-drivers@mailist.ox.ac.uk mailing list.

At the end of your term:

1. In the committee meeting of 6th week remind the committee members to update their Terms of Reference if necessary, considering particular changes that have been introduced that term. These should be submitted to the Secretary before the TGM. Keep a copy of the Terms of Reference for each committee member in the Current Affairs file. Ensure the President and Webmaster also have an up to date copy.
2. After the second trip leaders' meeting book the minibuses: ask the Trip and Safety coordinator for a list of the next terms trips and minibus requirements and book the minibuses. See the section below on how to do this.
3. Request an updated copy of the minibus drivers list from Jamie Brooks at jamie.brooks@sport.ox.ac.uk and file it.
4. For the TGM (see section below on TGM)

Refer to the constitution for further reference on the position, in particular paragraph 19.

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Agendas

Typical agenda for a committee meeting:

1. Apologies for absence
2. Objections to the previous minutes
3. Matters arising from the previous minutes
4. Officers' reports in the following order: President, Secretary, Treasurer, Trip and safety coordinator, all others
5. Report on past events
6. Forthcoming events
7. Any other business
8. Date, time and venue of next meeting

Typical agenda for a TGM:

1. Apologies for absence
2. Objections to the previous minutes
3. Matters arising
4. Officers' reports: President, Secretary, Treasurer, Trip and safety coordinator, Membership Secretary, Any others
5. Specific important business
6. Election of officers and committee
7. Any other business
8. Transfer of power

For the TGM

1. Send out the agenda (including nominations to senior member and executive committee, proposed and seconded) and minutes of the previous term's TGM no less than 7 days before the TGM.
2. Prepare about 15 copies of the agenda, minutes of the previous TGM (and any EGM) and any motions to be discussed; these are given out at the TGM.
3. Actively ask people to consider joining the committee, and prepare voting slips for the TGM.
4. Give a report on the term's activities and trips, and take minutes. Give them to the following term's secretary.
5. Make a copy of the Committee Declaration (template is in the disk, hardcopy in the file), and bring it to the TGM to pass to the next Secretary.

Prior to all General Meetings notice of the agenda shall be sent out with notice of the Meeting, no less than 7 days before the meeting. Ensure the quorum for the TGM will be met, i.e. that enough people will be standing, and enough will turn up (see the constitution for details). Any motion to be discussed must be submitted to the Secretary no less than 7 days before the meeting, by at least 3 committee members. These should be sent out with the agenda.

Ensure that candidate proposals for Senior Committee (President, Secretary, Treasurer, Trip & Safety Coordinator) have been received in writing 7 days before the TGM. These must be proposed and seconded and have the consent of the nominee, with the name of the proposers and seconders specified at the election. The current President may not propose or second anyone. To stand for Secretary, Treasurer or Trip & Safety Coordinator you must have either served one term on

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committee or fulfilled the position of Principal Trip Leader on a Club trip. To stand for President you must have served one term as Secretary, Treasurer or Trip & Safety Coordinator.

Nominations for other committee members shall be received in writing no less than 24 hours before the TGM.

Explain what will happen to the people standing for contested posts. If there are no nominations for a committee position then nominations may be taken from the floor of the meeting.

The Agenda, minutes, motions and officers reports should be filed in the minutes file. If a change in the code of practice or the constitution has been ratified then these documents will need to be updated. Ensure the Webmaster changes the version on the webpage. A copy of the changed documents should be sent to the Proctors via the Director of Sport. Update the copies in the Current Affairs file. When you hand over to your successor, ensure important files and disks do not get lost. Help your successor as necessary.

Minibuses

Since the position of Minibus Rep was replaced by that of Webmaster, the Secretary is responsible for minibus organisation, maintaining number of club drivers by recruitment and booking potential drivers on to the University Minibus Courses. Jamie Brooks will help you with any problems you may have. You should contact him as soon as possible in the case of accident or damage to a minibus. He is also the person you contact to book drivers on to a University Minibus Training/ Assessment Course. He can be contacted by e-mail at Jamie.brooks@sport.ox.ac.uk, by phone on XXXX or you can see him directly: his address is Jamie Brooks, Assistant Sports Administrator, OU Sports Complex, Iffley Road, Oxford, OX4 1EQ.

Booking Minibuses

We hire minibuses under the University's Minibus Scheme. There are 2 hire companies involved in this scheme, Hotsons Eurodrive (Cowley) and Target Vehicle Rentals (Botley). To book minibuses you need to make sure you give the following details:

1. That the minibuses are for OU Walking Club, hired under the University scheme
2. The size of bus required (e.g. 17 seater), which must not have a Maximum Authorised Mass (MAM) exceeding 3.5 tonnes, as per the Section 19 Permit Scheme (see file on Secretary's CD).
3. The dates and time of required collection and return

We usually book minibuses with **Hotson's Eurodrive**. To book minibuses, it's now recommended to book directly with Jamie Brooks (this is new as of HT08), contact details above. This is because Jamie is able to coordinate bookings for all sports clubs and is better able to ensure that we get a suitable minibus. It is important to specify that we require a **15 seater with ample luggage space**; he can then ensure that we get the size of bus we require. Alternatively, you can e-mail Hotsons direct, via Joy XXXX, who will reply with booking reference numbers. If confirmation is not forthcoming then phone them on XXXX to make sure. Following problems when we've modified dates of bookings, Joy suggested that we cancel and make a new booking instead of changing the dates of an existing booking. This can be done by email, but phone if confirmation is not forthcoming.

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For reference, Hotsons charge £XX/day and £XX/over-night charge for 17 seat buses (so for 2½ day hire there will be a charge of £XX) and £XX/day and £XX/over-night for 15 seat buses. They have some new buses with 15 seats and luggage space, these cost the same as a 15 seat bus. However the luggage space isn't very good for what we take – it's not very large and things keep on moving around. (*Prices correct as of MT07*)

As we operate under the university minibus scheme, we need to pay the university separately for insurance (from 1/10/07). This is £XX/day (i.e. £XX for a weekend trip).

We might occasionally book minibuses with **Target Vehicle Rentals**. Information on Target has been removed from the Minibus Drivers' Advice Sheet (TT06), so you'll need to give the Trip Leader(s) and Driver(s) more information. Either book direct with Jamie Brooks as above, or call Target on XXXX or fax XXXX. Please note that Target only became part of the University minibus scheme in MT03. If there is any confusion about the terms of the hire ask for XXXX.

The section on Target Vehicle Rentals removed from the Minibus Drivers Advice Sheet is:

Target Vehicle Rentals

Unit 7-8 Hinksey Business Centre, North Hinksey Lane, Botley

Getting there: The 4, 4A, 4B and 4C buses from the town centre goes to the Elms Parade Shops just off Botley Road. Alternatively, you could cycle there.

Target Opening Hours:

Mon – Fri: 8.00 a.m. – 6.00 p.m.
Saturday: 8.00 a.m. – 12.00 noon
Sunday: 8.00 a.m. – 10.00 a.m. (**Returns**)

Collection times: Target minibuses must generally be collected on the day of the full hire. The Trip Leader will advise you of when to collect the minibus.

Please note: If the minibuses are not fully booked the day before, it may be possible to collect the

minibus the previous evening (from 5pm). Contact Target a couple of days before to check this.

Emergencies:

In general, help will be provided through the Northgate Group's nationwide cover.

You can also phone for advice on:

01865 244477 office hours plus an answerphone giving contact details for outside office hours

And, the **emergency telephone number** is printed on the back of the tax disc in each vehicle.

Return: Minibuses hired from Target **cannot** be returned outside of the rental company's opening hours. This may mean that you will be unable to return the minibus until 8am on Monday after the trip. If you are unhappy about this, please speak to the Trip Leader in advance. When you return the minibus, Target will conduct a post-hire damage inspection.

If you are hiring a bus from Target, you will need to check the arrangements for insurance payment with Jamie Brooks at the Sports Fed. Email: jamie.brooks@sport.ox.ac.uk

Recruiting Club Drivers

The availability of club drivers can be a 'limiting factor' on running enough trips to satisfy demand, so it is important to maintain driver numbers by an effective recruitment campaign. Free Tea at the membership desk is a good place to recruit potential drivers. Please bear in mind that Jamie Brooks does not recommend that those who are not used to driving in the UK should take the test unless they have minibus experience. The Membership Secretary will help recruitment by occasionally emailing all those over 21.

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University Minibus Courses: There are two types of University Minibus Course: a training course and an assessment course. All club drivers must have passed the University Minibus Assessment Course. To be eligible to take the course, a person must be aged 21+, have held a clean car licence for at least 2 years, be a club member (this is essential) and have been matriculated into the University or be a staff member (this is not always essential if a copy of licence is sent to the insurance company - contact Jamie Brooks if this case arises). Any license endorsements do not necessarily prevent a person from driving minibuses, the insurance company must clear it in advance – contact Jamie Brooks.

To book a member on to a University Minibus Course, contact Jamie Brooks. First, ask him for details of when the courses are this term then check with the potential drivers to see which test they would prefer (the earlier in term the better from the club's perspective) then e-mail Jamie Brooks with names to book the places. It can be possible to arrange extra courses if needed. For each booking, the club pays £XX (and the University directly pays a £XX subsidy). The club should be invoiced monthly or termly – when you book someone on a course, copy the e-mail to the treasurer so they know how much the club should be invoiced for. Cheques should be sent to Jamie Brooks, Assistant Sports Administrator, OU Sports Complex, Iffley Road, made payable to Oxford University Sports Department. If someone fails to turn up, then the club will be charged the full cost of about £XX: the club will pass the bill on to the potential driver and so this aspect must be made clear before booking course, and you should send a reminder e-mail before the course. People are generally either 'approved' after the course, or are referred for a further training course.

Do inform potential drivers that they are obliged to drive for at least one club trip within a year of their minibus course, since the club sponsors the £XX.

Official List of Club Drivers:

There is an official list kept by Jamie Brooks of those who have passed the University Minibus Assessment. Hotsons Eurodrive has access to the official list and will not let anyone who is not on the official list drive the minibuses. All drivers are automatically removed from the official list after 2 years, during the revision of the list that occurs on October 1 each year: to keep a driver on the official list after 2 years you must request an extension from Jamie Brooks. Many drivers will drive for the club for more than 2 years so you must regularly review the official list of drivers. All drivers are automatically removed from the official list after 4 years in total: after this point drivers are required to retake the University Minibus Assessment again.

Help Jamie Brooks to keep the official list up to date by telling him when you are sure that a driver will not drive for the club again. It should also be noted that only drivers whose licences have been shown to Hotsons Eurodrive and names placed in the database for that particular trip may drive the minibus.

A new rule, as of Michaelmas Term 2004, is that the licences of all drivers **must** be taken to Hotsons Eurodrive to show them whenever they drive a minibus: this should be made clear to the Trip Leaders and all drivers.

Under 'duty of disclosure' obligations to the University's insurers, Jamie Brooks **must** be informed if someone driving under the University Minibus Scheme has any endorsements on their license (i.e. penalty points). This does not necessarily mean that they can not drive under the scheme, but

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they must be cleared in advance by the University's insurers. Failure to do so may result in the criminal offence of "driving whilst uninsured".

Personal Lists of Club Drivers:

Keep your own drivers list (spreadsheet) up-to-date with the drivers' contact information, date of passing the test, when they intend to leave Oxford and their membership status (liaise with the Membership Secretary). It is a good idea to keep details of those who have passed the University Minibus Assessment but are not currently members as they may return to be active club members.

Walking-drivers Mailing List: The club has a walking-drivers mailing list for communication with the drivers. The Webmaster will arrange for you to be in charge of this mailing list before the start of term. The Webmaster will need to know your Herald username (but not your password) in order to do this. To send an email to the drivers, compose your email using your herald account and send it to walking-drivers@maillist.ox.ac.uk. Within a matter of minutes you will receive an automated response requesting approval for the message to be sent to the list. To approve your message, reply to the automated response as indicated in the main body of the email.

You can send an email to all of the club's drivers to request that a driver is needed for a trip or to inform all of the drivers of any matters that need particular attention. It is important to keep the list of drivers on the walking-drivers mailing list up to date. You can do this by logging into the OUCS mailing list manager at <https://maillist.ox.ac.uk/Login> and following the instructions under the subscribers screen. In particular you should immediately subscribe the e-mail address of each new driver who has passed the University Minibus Course. The e-mail addresses of the President, Trip and Safety Coordinator are automatically subscribed to the mailing list. If in any doubt as to the use of the mailing list, then the Webmaster will be able to help.

Number of Drivers Required for Club Trips

Recommendations made by the Area Safety Officer for Sport state that drivers should not drive for more than 2 hours without a swap or break. The club therefore has the following guidelines to assist this:

1. Trips to New Forest, Cotswolds, Chilterns, Malverns, Wye Valley, Forest of Dean and New Forest (and any other location less than 2 hours drive from Oxford) must have at least 1 minibus driver.
2. All other trips involving 1 minibus must have at least 2 drivers.
3. Trips to the same destination involving more than 1 minibus must have at least 2 drivers for the first minibus and at least 1 driver thereafter, (i.e. 3 drivers for 2 minibuses), with mobile phone contact between the Trip Leaders so the drivers can change minibuses if there is a problem. The ideal should be to have 2 drivers per bus, especially on journeys substantially over 2 hours in length.

Ensuring Club Trips Have a Sufficient Number of Drivers:

At the Trip Leaders Meeting it is a good idea to quickly point out any safety issues to Trip Leaders such as loading of the minibus and breakdown procedures, reiterate that the club's Minibus Breakdown Procedure is in both the Trip Leaders' Notes and in the Incident Cards (which are present in all of the club's First Aid Kits), and offer the loan of the 'Roadcraft Handbook' to any

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drivers who are interested. Also, at the Trip Leaders Meeting (in 2nd week), check with the Trip Leaders to see how many drivers they have for each trip. According to the number of drivers required for each trip, make a note of how many drivers are required in order for the trip to proceed as planned. You must email the walking-drivers mailing list soon after the Trip Leaders' Meeting to inform the drivers of which trips need another driver or two in order for it not to be cancelled. Remind Trip Leaders to remind their drivers that the minibus fuel tank must be full when the bus is returned. The driver should fill up at Tesco's (or similar) near Hotson's, even if the gauge shows the tank is full. The club has recently been fined due to someone making this mistake.

Cancelling Trips with an Insufficient Number of Drivers:

If a trip does not have the required number of drivers by 48 hours before the pick up time (i.e. Wednesday lunchtime for Weekend Trips) you must cancel the minibus booking. If this is with Hotson's Eurodrive, e-mail XXXX and ask for confirmation. If confirmation is not forthcoming then phone them on XXXX to make sure. To cancel bookings with Target, call XXXX. This action is your responsibility because if a cancellation is made with less than 48 hours notice then the club is charged a proportion of the hire even if the minibus is not collected. There should be no exceptions to this rule, even if there is pressure from a Trip Leader or a driver insists that he or she is prepared to drive the whole journey, because it is a fundamental issue of club safety.

Note that while cancelling minibuses is the duty of the secretary, checking minibus bookings for a trip that is going ahead is the duty of the Trip Organiser.

Section 19 Permit Scheme

As a non-profit making organisation the club operates under the section 19 permit scheme, which allows it to charge for membership and trip expenses without complying with commercial PCV requirements. For the insurance to be valid it is essential that a section 19 permit disc be displayed on the windscreen of every bus we use. Hotson's Eurodrive should supply the permit for each minibus but occasionally it has been missing, so the drivers and Trip Leaders must be encouraged to check that it is present. Under this scheme there are extra requirements for drivers who received their car driving licence from 1 Jan 1997, so the driver can receive no payment or consideration for driving and the gross weight of the minibus must not exceed 3.5 tonnes (note that the weight of a 17-seater minibus is approximately 2.1 tonnes – this figure is old: the new Ford Transits weigh 4.1 tonnes!). You should refer to the DfT operators' guide and BMC guidelines to keep up-to-date with safety and legal information.

Driver Subsidies

Subsidising drivers who step in to save a trip is an issue that has been discussed several times by the club's committee. Unfortunately the section 19 permit scheme is clear that the club's drivers may not drive for 'hire or reward' and this includes a discount in the cost of participating in a trip or even a free coke at the pub. Although there is an argument for assisting the finances of drivers who step in to save club trips there is simply no way round the issue: driver subsidies are not permitted.

Minibus Drivers' Advice Sheet

Liaise regularly with the Trip and Safety Coordinator to make any necessary amendments to the Minibus Drivers' Advice Sheet, and ensure all drivers and the webmaster are emailed an up-to-date

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copy. This is a vital source of information for drivers picking up and driving buses for the club and thus the information in it should be accurate. A copy should also be kept in the Club Documents file, and make sure that the Trip and Safety Coordinator keeps the Trip Document file up-to-date with the most recent Advice Sheet.

The Sports Federation produced a card with a summary for minibus drivers of what to do if there are any problems, and who to contact. This is not currently in the trip document files since it didn't contain any additional information compared to our existing minibus advice sheet. However it is a good idea for the Secretary to check this occasionally to see if any new information has been added.

Dealing with complaints against drivers

You should liaise with the Trip and Safety Coordinator should a complaint be filed against a driver by a Trip Leader or member. Remember, you are not responsible for the standard of driving on walking club trips, but any serious complaints should be followed up. Jamie Brooks should be the first port of call, and he should be able to advise how to sensitively handle the complaint. This is a difficult issue that should be handled with enormous care, as there is a very delicate balance to strike between the safety of our members and not making our drivers feel that they are under constant surveillance.

Please remember to be very nice to Hotsons, Jamie Brooks and all of the club's drivers: they let our trips run!

Last updated Hilary 2009 by Laura Bernstone