



London Frontrunners

Committee Working Methods, Decision-Making, Responsibility and Accountability

Background

1. Articles 26 and 27 of the Constitution confer upon the Committee a set of general and specific powers.
2. This document sets out the internal procedure for how the Committee works in practice, including how decisions are made, how responsibility is assigned, and how accountability is maintained.
3. This document and the procedures contained within can be amended or repealed by a committee vote at any time.

Working Methods

4. The Committee will meet, in person, at least six times a year, or more frequently if deemed necessary. The quorum for Committee meetings shall be four and this must include at least one of the co-Presidents, the Secretary or the Treasurer. Committee members who are unable to attend the meeting shall send to the Committee an update on any relevant agenda items.
5. Committee meetings shall have a standing agenda comprising the following:
 - a. Review of last month's minutes and action points
 - b. Finances and budget (Treasurer)
 - c. Membership statistics (Membership Secretary)
 - d. Review of races since the last meeting and preparations for future races (Race Secretaries)
 - e. Review of social events since the last meeting and preparations for future social events (Social Secretaries)
 - f. Proposals from Committee members requiring a vote (see paragraph 13)
 - g. Any other business
6. Where a vote is taken, the results of that vote (but not who voted which way) shall be recorded in the minutes.

7. The members of the Committee shall respect the Committee meeting as a safe place for individual members to voice their opinions. These shall not be disclosed to other Club members outside of the Committee other than through the minutes.
8. The Club Secretary shall take minutes at the meeting summarising what was discussed and agreed. Within one week of the meeting, the Club Secretary shall circulate the minutes to all members of the Committee. Committee members shall, within one week, inform the Club Secretary of any amendments to the minutes that they wish to be made. Once these have been made, the minutes shall be published on the Club's website as soon as practicable.

Decision-Making

9. Decisions and actions which fall entirely and exclusively within the remit of a particular Committee member, as set out in "Committee Members' Roles and Responsibilities" may be taken by that Committee member alone, subject to the expenditure limits in Article 35 of the Constitution.
10. Decisions and actions which fall across two or more Committee members' remit may be taken by those Committee members collectively upon agreement.
11. Where a Committee member is unable or unwilling to undertake certain responsibilities which fall within his or her remit, these responsibilities may be performed by another member of the Committee upon the agreement of the Committee.
12. Decisions and actions which do not fall within the remit of any particular Committee members may be taken by the Committee as a whole upon agreement at a Committee meeting (paragraph 13) or, if necessary, by email (paragraph 14).
13. Where a decision or action needs to be taken by the Committee as a whole, the Committee member or members proposing the particular decision or action should table the proposal at least three days before the next Committee meeting, including any necessary information or documentation in order that a decision can be made at the meeting.
14. Where a decision or action needs to be taken by the Committee as a whole before the next Committee meeting, the Committee member or members proposing the particular decision or action should email the full Committee with as much notice as possible with the proposal, including any necessary information or documentation, and a decision can be made by email.

15. Decisions made at a Committee meeting or by email shall be by a majority vote with the Club Secretary having the casting vote in case of a tie. The decision made and - if a vote was held - the results of that vote, shall be recorded in the minutes of that meeting or, if the decision was made by email, in the minutes of the first meeting which takes place after the decision was made.
16. Committee members must at all times undertake their responsibilities, make decisions and take actions which are in the best interests of the Club and consistent with the Constitution, particularly bearing in mind the Club's objectives:
 - a. to encourage and promote running amongst LGBT+ persons in London, including, but not limited to, those who identify as lesbian, gay, bisexual or trans*; and
 - b. to provide opportunities for training and coaching for LGBT+ runners in London, including, but not limited to, those who identify as lesbian, gay, bisexual or trans*.

Responsibility and Accountability

17. Each Committee member is responsible and accountable to the Committee and to the Club for their decisions and actions. Where decisions are made by two or more Committee members, they are jointly responsible and accountable to the Committee and to the Club for those decisions and actions. Where decisions and actions are made by the Committee as a whole, the Committee as a whole is responsible and accountable to the Club for those decisions and actions.
18. The primary means by which the Committee and Committee members are held accountable is through the Club's Annual General Meeting where reports are given on what that Committee member has done throughout the year and questions from Club members answered.
19. Outside of the Annual General Meeting, any concerns raised by a Club member about the decisions or actions of the Committee or of a particular Committee member should ordinarily be reported to the Club Secretary who will present the concerns to the Committee as a whole for response. Where the concern(s) raised relate to the Club Secretary, however, such concerns should be reported to the Co-Presidents who will present the concerns to the Committee as a whole for response.
20. Committee members are not formally accountable to each other for the decisions or actions that they take, however in order to ensure good governance, Committee members can ask questions of the decisions and actions taken by other Committee members, and how their responsibilities are being fulfilled, either at a Committee

meeting or by emailing the Committee. Where questions are asked, these should be responded to by the Committee member concerned within a reasonable period of time.

21. Where a Committee member has concerns about the decisions or actions (including inaction) of another Committee member, they should raise those concerns at the soonest Committee meeting where the Committee can decide what action, if any, should be taken, including making a determination on how a particular decision or action should be taken, re-assigning the Committee member's responsibilities, or suspending or removing the particular Committee member from the Committee. Where the Committee considers that the responsibilities of a Committee member should be re-assigned, or that the Committee member should be suspended or removed from the Committee, such action shall be temporary, lasting up to a maximum of four weeks, during which time the Committee shall organise a vote amongst the full Club membership to approve or reject the action. A Committee vote that the responsibilities of a Committee member should be re-assigned, or that a Committee member should be suspended or removed from the Committee shall require an absolute majority of all members of the Committee to vote in favour, excluding the Committee member who is the subject of the vote.

22. Where a Committee member considers that a Committee member's conduct is such that it has been, or may be, prejudicial to the Club's reputation or interests, they may refer the matter to the full Committee for discussion. As a last resort, the Committee may vote on whether or not to hold a disciplinary hearing in accordance with Article 50 of the Constitution.

Document Revision History

Version	Date of Issue	Summary of Changes
1.0	7 March 2017	New document approved by the Committee.