



ACES CORE MANAGEMENT TEAM TERMS OF REFERENCE

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| Background | Under ACES Council Governance Review, it was recognised that there were large time gaps between ACES Council meetings which meant that some ACES business decisions might be delayed, and this could be counterproductive in some instances. In this context the Core Management Team was established to regularly discuss and drive the direction and activities of the organisation, |
| Name | ACES Core Management Team (CMT) |
| Purpose | <p>To deliver and report on tasks assigned to the CMT by full Council.</p> <p>To make decisions on behalf of ACES Council not covered by the day to day authority of ACES Secretary.</p> <p>To work up policies, initiatives and proposals for presentation to full Council as required.</p> <p>To lead on and to monitor the implementation of ACES' Business Plan</p> |
| Composition | ACES President; ACES Senior Vice President; ACES Junior Vice President; ACES Immediate Past President; ACES Secretary; ACES Assistant Secretary; ACES Treasurer; ACES Head of Engagement. Other Council members or Officers with specific items or expertise may be invited to join a CMT meeting as required. |
| Duties | To meet, in person or by telephone or video conference, as frequently as necessary. |
| | Agenda to be set by the President (or Secretary if requested) |
| | Action notes to be completed by the President (or Secretary if requested) |
| | The President/CMT, in consultation with the Secretary, to have delegated authority to make decisions on any ACES business matter which does not have a financial consequence. |
| | The President/CMT, in consultation with the Treasurer, to have delegated authority to make decisions on any ACES business matter where the financial consequence does not exceed £5,000 (Five Thousand Pounds). |
| | All actions taken and decisions made to be reported in writing to the next available full ACES Council. |
| Exclusions | The CMT will not have authority to alter the annual national membership subscription fee |
| | The CMT will not have authority to cancel scheduled Council meetings |
| | The CMT will not have authority to expel a member for misconduct |
| | The CMT will not have authority to approve Honorary Membership or Fellowship |
| | The CMT will not have authority to make any amendments to the ACES Constitution and Rules |