

THE HISTORIC TOWNS TRUST



Terms of reference of the Executive Sub-Committee

Committees and other bodies: bye-law made under cl.26 of the constitution.

Delegation to committees and other bodies under cl.14 of the constitution.

1. Under cl.14, there shall be an Executive Sub-Committee (ESC). The trustees may also establish (i) committees or other bodies for the direction of particular atlases, maps or other individual projects and (ii) any other committees or working groups as may seem necessary from time to time. Terms of reference of all such committees or other bodies shall be approved by the trustees.
2. (a) The ESC shall consist of the chairman of the trustees, the cartographic editor and up to six trustees, normally including the secretary and the treasurer, who shall serve for three years and shall be eligible for reappointment.
(b) The committee may invite non-members to attend a meeting or meetings as appropriate.
3. (a) The ESC shall be responsible to the trustees for all aspects of the regular management of the trust. In particular it shall make decisions on matters relating to day-to-day business (including approval of contracts, financial matters and decisions on details relating to specific atlas and mapping projects as referred to it by the individuals or committees charged with the execution of those projects);
(b) The ESC shall make recommendations to the trustees on matters of principle (including matters concerning the long-term strategy of the trust, the appointment or reappointment of trustees and any matters reserved to the trustees or members under the constitution).
4. The ESC shall receive regular reports from the individuals or committees charged with the execution of individual projects.
5. The ESC shall keep records of its meetings, which shall be made available to the trustees as appropriate, and shall report in summary on its activities to every meeting of the trustees.

(As approved at the meeting of the Board of Trustees, 4th March 2016)