



TERMS OF REFERENCE

AUGUST 2024

GOVERNANCE WORK GROUP

PURPOSE

The Board of Chester Football Club are considering the reformation of the Governance Work Group.

This had previously been in place with a team of seven under the lead of Richard Lynes and an appointed Director.

Club Director Adrian Rattenbury currently has responsibility for this vital area of control as part of his agreed Portfolio. The Governance Work Group, if reformed, will assist him in his role.

SCOPE

To recruit a team of able volunteers to work under the leadership of a team leader who will report to the Director responsible, who after referral to board colleagues will agree the outputs and time frames for action and completion of tasks.

The Team will Document and apply the required Governance processes and procedures required to demonstrate and apply business best practice and control of each functional area.

To Audit the agreed processes and procedures at least twice per year and measure compliance against same

Finance department controls were not previously in the scope of the Governance work Group as it was considered unnecessary due to regular external audits. This position to be reviewed.

AREAS IN SCOPE

- Human Resources including Staff Handbook and Performance Reviews
- Audit
- Development of appropriate business Processes, Procedures and Controls as required.
- Procurement Best Practice
- Dispute Resolution

TIMEFRAME

To be agreed by the Board of Chester Football Club.