



Education Trust

‘Inspiring the individuals of today, for a better society tomorrow,

“Aspire, Belong, Collaborate”

Terms of Reference for Members

Reviewed annually

INTRODUCTION

In compliance with our Articles of Association, the following Terms of Reference outline the roles and responsibilities for the Members of Riviera Education Trust

MEMBERSHIP

To ensure effective communication between the Members and the Board of Directors, one Director also undertakes the role of Member.

QUORUM

Three members entitled to vote upon the business to be transacted (Member or proxy of a member) constitutes a quorum.

RESPONSIBILITIES

They are responsible for the viability and performance of the Riviera Education Trust through the appointment of Directors and approval of the annual report. They have the power to amend the Articles of Association that govern the way the Trust is constituted and managed. All members are required to adhere to the 7 principles of public life and to:

- Appoint the Trusts Auditors;
- Appoint Directors to the Board bearing in mind the Articles of Association and the need for a balanced skill set to manage the Trust effectively;
- To remove any Director who is not considered to be acting in the best interests of the Trust;
- Annually review the Articles of Association and to make changes where deemed necessary after taking advice from the Board of Directors;
- To appoint other Members (to not exceed 5 and no less than 3) as necessary in line with the provisions of the Articles of Association;
- To appoint and if deemed necessary to remove the CEO

PROTOCOLS

Members are required to meet once per year at the AGM where they are required to approve the annual report outlining the effectiveness of the trust. In order to ensure that they are fully informed throughout the year the CEO will convene an annual meeting with members to share the CEO/Accounting Officers report to the Board. If there is a decision that members are required to make in accordance with their role, the members would be required to call a general meeting (via CEO) at their earliest convenience.