Oxford Diocesan Guild of Church Bell Ringers

Scrutiny Committee – Terms of Reference

29 August 2026

This document summarises the role of, and terms of reference for, the ODG Scrutiny Committee. The points below are taken from a combination of the ODG rules, together with the explanatory documents on the new Guild structure issued to Guild members ahead of the vote for the new structure at the 2026 AGM.

Points from the ODG Rules

Scrutiny Committee Membership

- The Scrutiny Committee shall consist of those Vice Presidents of the Guild who are change ringers, and a Branch spokesperson from each branch. The spokesperson to be selected by the branch.
- The officers of the Scrutiny Committee shall consist of a Chairman, Deputy Chairman and Secretary elected from its members.
- The Scrutiny Committee shall fix its own quorum

Scrutiny Committee specific powers

- To call an Extra-ordinary General Meeting of the Guild's members if it has material concerns about the conduct of the Executive or members of the Executive which cannot be resolved by discussions with the Executive.

Scrutiny Committee role and obligations

- In the event there is a vacancy arising in an ODG Officer post, the Scrutiny Committee shall appoint a substitute (decided on at a general or extraordinary meeting of the Scrutiny Committee). This substitute shall hold office until the next AGM.

- It may report to members of the Guild on its work and dealings with the Executive at each Guild AGM.

- The Scrutiny Committee will need to approve the following actions of the Executive before the Executive can implement such actions:

    - Borrow money
    - Acquire or dispose of significant assets
    - Take any action which reduces or places at risk the Guild's total assets by more than 30% of their value (as reported at the most recent AGM).

- The Scrutiny Committee will need to agree to any proposed alterations or additions to the Guild Rules or Branch rules before being put to the vote of Guild members at a General Meeting.

- The Scrutiny Committee will need to agree to ceasing to produce an Annual Report before the Executive can proceed with such cessation.

- The Executive is required to report to the Scrutiny Committee on a regular basis and not less than four times a year (written report or a meeting).

Roles of the Scrutiny Committee Officers (from the job description document)

Chairman

- Chair meeting of the Scrutiny Committee and Chair the joint meetings of the Scrutiny Committee and Executive
- Be in regular contact with the Guld Master so retaining an awareness of the activities of the Executive beyond the regular Executive/Scrutiny Committee meetings

Deputy Chairman

- Chair meeting of the Scrutiny Committee and the joint meetings of the Scrutiny Committee and Executive if the Chairman is absent

Secretary

- Organise any required meetings of the Scrutiny Committee
- Liaise with the Guild Secretary to organise joint meetings of the Executive and Scrutiny Committee
- Produce minutes of the joint meetings between the Executive and the Scrutiny Committee, for publication on the Guld website.

Other TOR from the Guidance Documents approved at the Guild 2026 AGM

The primary role of the Scrutiny Committee is to monitor the Executive and ensure it does not abuse its power or act against the wishes of the membership as a whole.

It is to do this by understanding the direction of the Executive, what projects it is working on and to challenge any projects in a timely manner if it believes such projects are not in the best interests of the Guild and its members as a whole.

The Scrutiny Committee does not have the power to sanction the Executive – it can report to the members of the Guild at a General Meeting or, in exceptional circumstances call an Extraordinary General Meeting of the Guild if it has material concerns about the actions of the Executive which cannot be resolved by discussion with them.

It is intended that there is regular informal dialogue between the Chair of the Scrutiny Committee and the Master of the Guild.

The Scrutiny Committee may meet without the Executive if it believes such a meeting is necessary.

Any significant changes to the Guild Structure will have to be approved by the Scrutiny Committee.

There will be at least two meetings (zoom or face to face) between the Executive and Scrutiny Committee each year with a further report in each quarter in which there is not a meeting – this could be by circulating minutes of the Executive meetings to the Scrutiny Committee.

Minutes of the meetings with the Executive will be kept and be available for all Guild members to review.

The Executive will prepare for, and set the agenda for, the AGM but will confirm is content with the Scrutiny Committee.