Society of Land Referencers

Terms of Reference for [ ]

Issue and Revision Record

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| Revision | Date | Originator | Checker | Approver | Description |
| 1 | 17/01/2021 | Simon Harth | Joshua Brown | Simon Harth | Template first issue |
| 2 | 25/08/2023 | A Parry Jones | Simon Harth | Simon Harth | Template second issue |
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# Executive Summary

These model Terms of Reference are provided as a guide to be adopted and amended as appropriate, by all Society of Land Referencers (SoLR) Committees, Sub-Committees and Advisory Groups which have been formed in order to further the objects of the Society. These model articles will be periodically reviewed by the Board and amended as required.

Upon approval by the SoLR Committee of a Sub-Committee or Advisory Group, the SoLR Committee shall support all functions of the group.

The purpose of Committees, Sub-Committees and Advisory Groups is to enable the Society of Land Referencers to effectively fulfil its objectives.

These model terms of reference were approved unanimously by the SoLR Committee dated 25 August 2023.

Definitions:

* **Committee** – overarching group consisting of at least one representative from each sub-committee.
* **Sub-Committee** – groups of at least 3 SoLR members formed to deliver a specific sets of objectives. Committees and Sub-committees are listed on the [SoLR website](https://www.solr.org.uk/committees).
* **Advisory Group** – group of at least 3 SoLR members or non-members formed to discuss a specific expert/ technical topic and advise a third-party decision maker or decision making process
* **Society of Land Referencers** (SoLR) (The Society)
* **The Board** – the executive management committee of the Society of Land Referencers
* **Members** – Subscribed members of the Society of Land Referencers as prescribed in the Articles of Association

# Committee/ Advisory Group Name: Standards Committee

Formed on: Click or tap to enter a date.

Forming members:

Chairperson:

Purpose:

1. xxxx

# Objectives

1. xxxx

# Formation

1. The Sub-Committee will be composed of a minimum of [xxxxx] [(xxxx)] persons with the precise number being at the discretion of the Sub-Committee Chair. A member of the Board may be appointed as a Sub-Committee member.
2. Appointment of a Chairperson:

A Chairperson shall be appointed at the first meeting of the Sub-Committee and shall be elected by a vote of the forming members of that Sub-Committee or by the Board.

1. Duties of the Chairperson:
	1. seek approval of the SoLR Committee
	2. set and communicate arrangements of regular meetings of the Sub-Committee
	3. record and file records of meetings, decisions and approvals
	4. attend SoLR Committee meetings when required
	5. report to the SoLR Committee and Members on the activities of the Sub-Committee
	6. maintain a register of Sub-Committee members

# Activities

All activities conducted or planned by the committee must;

1. further the objects of the Society, which are restricted the following:
	1. *To influence the development and management of the Society, as appropriate, and to work in a way that sustains the supportive network and to continue to work closely with other land referencers not members of the Society, in order to maintain and further increase referral pathways; and*
	2. *To bring together professional land referencers and others with recognised interests in the land referencing and related activities.*
2. align to our [Core Objectives](https://www.solr.org.uk/about-us)
3. comply with SoLR [policies](https://www.solr.org.uk/policy) e.g. [Constitution](https://find-and-update.company-information.service.gov.uk/company/13398081/filing-history/MzMwMDk3NDcyN2FkaXF6a2N4/document?format=pdf&download=0), [Code of Conduct](https://www.solr.org.uk/code-of-conduct), [Conflict of Interest Policy](https://drive.google.com/file/d/1XfQbhoqatkoKYhNro0DTMB4jsR19yPDZ/view?usp=drive_link) and [Privacy Policy](https://www.solr.org.uk/privacy-policy).
4. represent value of money
5. maintain a record of meetings and activities
6. periodically as agreed, report activities to the Board and Members
7. be approved by a quorum of the Committee
8. ensure communication and branding align with SoLR’s Style Guide
9. encourage Society members to record activities attended as CPD

# Meetings

1. A schedule of regular meetings should be established at the formation of the committee of advisory group.
2. A meeting may be called by any member of the committee or advisory group with notice provided to all committee or advisory group members of no fewer than 3 days.
3. Meetings shall be chaired by the elected chairperson. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting.
4. The quorum of a meeting shall be not fewer than 3 committee or advisory group members.
5. Each committee or advisory group member shall have one vote for decision making. In the event of a tied vote the Chair shall have the casting vote.