

## COMMITTEE ROLES

### ***Objectives (from the Charity Commission Register)***

- a) The education of the citizens of the United Kingdom in the science, art, literature, music, history, economics, philosophy and culture of the people of the republic of Croatia;*
- (b) the education of the citizens of the republic of Croatia in the science, art, literature, music, history, economics, philosophy and culture of people in the United Kingdom;*
- (c) to provide relief for those who are in conditions of need, hardship or distress, in particular but not exclusively, Croatian people and their dependants.*

### **British-Croatian Society**

**The following outline of responsibilities was AGREED by the committee meeting on 18 February 2014**

### **POSTS**

#### **1. What is the BCS trying to achieve?**

- Enabling people whose interest in Croatia has been aroused through tourism, business or family to widen their knowledge of the country and so contribute to a positive view of Croatia in the UK. Do we need a special focus for 2015?

#### **2. What should it be doing to achieve this?**

- Providing the organization to deliver a programme of talks, exhibitions, meetings, social and other events for members and a wider audience.
- Providing information about Croatian events in the UK to an email contacts list.

#### **3. What BCS posts and responsibilities are required to deliver this?**

**Chair:** to front public events, provide inspiration and direction, relate to key contacts, chair British-Croatian Society committee meetings.

**Deputy Chair:** to deputize for the Chair in the Chair's absence.

**Secretary:** to arrange the venue for British Croatian Society committee meetings, prepare the agenda in consultation with the Chair, write and circulate draft committee meeting minutes.

**Treasurer:** to monitor the budget, arrange to pay creditors, provide British Croatian Society committee meetings with up-to-date information on the

financial situation of the Society, work with the accountant to ensure that annual accounts are prepared and sent to the Charities Commission on time.

**Membership Secretary:** to increase the membership through managing existing membership, promote membership at events and bring the BCS to the attention of others who may be persuaded to join.

**Events Manager:** to ensure the Society has a regular and varied programme of events that satisfy existing members and attract new people to the BCS within the budgetary limits of the Society's income.

**Sponsorship Manager:** to explore possibilities for increased support for the British-Croatian Society from individuals and companies to enable a greater number or higher quality of events to be mounted.

**Social Media Managers:** to ensure that all appropriate news and events are promptly put on the website and circulated through facebook and the social media; keeping our contacts data base up-to-date and expanding it to include as many people as possible

**PR & Publicity Manager:** to support events with press releases and appropriate publicity material

**Other committee members:** to undertake specific tasks at the request of the Chair / Committee as they arise.

## Policy Template

This template is for writing policies of the British Croatian Society using the structure of headings and questions below. Policies are specific to BCS and avoid repeating or reformulating legislation. BCS policies should be read together as a whole. Policies will be made available on the BCS web site.

<i>Title</i>	Data Protection
<i>Prepared by</i>	RD 22/05/18
<i>Reviewed by</i>	
<i>Approved by</i>	
<i>Date</i>	
<i>Period / Date for review</i>	

*What does the policy do?*

This policy covers the BCS duties General Data Protection Regulation (GDPR) coming into force on 25/05/18, further to the Data Protection Act 1998.

*Web sites with further guidance*

<https://ico.org.uk/for-organisations/charity/charities-faqs/>

### Policy statement:

**BCS only collects and holds personal information necessary for its operations. This comprises:**

- Name
- Postal Address
- Email
- Telephone number
- Subscription status
- Timelines related to subscriptions and projects
- If applicable a remark on office held or particular skills offered to BCS.

This information is used

- to send emails about projects and events
- to prepare for events.

**BCS will never share, lease, distribute or sell personal information to third parties.**

**Personal information is stored and processed in line with the Data Protection Act 1998 and the GDPR (General Data Protection Regulation), specifically:**

- BCS holds personal details supplied by members on the membership form, and email addresses only as supplied by non-members that ask to be informed about events
- Personal details are permanently removed from the data base on request

- Data is held on a fixed computer with virus, hacking, password protection and backup
- Name and email data only is held on a google, gmail and cloud for email circulation
- Data is encrypted and password protected before it is copied from the fixed computer, for example to a lap top or USB
- Print outs of name and subscription status only produced for particular events, are held in the custody of a named person such as the event steward and destroyed afterwards.

**BCS tests compliance with GDPR and the Act by reference to the Information Commissioner's on line self-assessment tool kit.**

*Justification for the policy - a brief narrative reason for the policy:*

The General Data Protection Regulation (GDPR) introduces rigorous control over the retention and processing personal and confidential data. The Regulation impacts particularly on organisations holding sensitive personal information in bulk. BCS is a small charity which only needs to hold and process sufficient personal data to manage membership subscriptions, publicity and preparation of events.

*How implementation of the policy is monitored and recorded:*

The information commissioner's on line self-assessment tool kit is used to ensure that BCS complies with Regulations and exemptions applying to a small charity.

This Policy does not apply to or protect BCS members volunteering information to 3<sup>rd</sup> parties such as Facebook group.

*How risks associated with the policy are managed:*

Risks associated with the policy are entered in the Risk Register reviewed by the Committee.

*Related Policies – with relevant content to be read with this policy*

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<i>Title</i>	Funding Policy
<i>Prepared by</i>	RD
<i>Reviewed by</i>	
<i>Approved by</i>	BCS Committee on 17/09/2015, revised into the template format on 21/05/18
<i>Date</i>	
<i>Period / Date for review</i>	

*Purpose of policy* To help the Committee make consistent and legal decisions about allocating funds.

*What does the policy do?* Provides guidance and criteria for decisions.

*References* Charity Commission Guidance

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know>

### Principles

Decisions must be reasonable - the Committee should be able to explain the reasons why it reached its decision. In particular Trustees must have regard to Charity Commission Guidance.

The CC Guidance states

*"You and your co-trustees must make sure that everything your charity does helps (or is intended to help) to achieve the purposes for which it is set up, and no other purpose. This means you should:*

- *ensure you understand the charity's purposes as set out in its governing document*
- *plan what your charity will do, and what you want it to achieve*
- *be able to explain how all of the charity's activities are intended to further or support its purposes*
- *understand how the charity benefits the public by carrying out its purposes*

*"Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally."*

### **BCS Objectives (from the Charity Commission Register)**

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*(b) the education of the citizens of the republic of Croatia in the science, art, literature, music, history, economics, philosophy and culture of people in the United Kingdom;*  
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**The BCS Committee will consider the following questions, based on CC guidance, when allocating funds:**

- 1. What public benefit is delivered?**
- 2. Is the public benefit in line with the objectives and purposes of BCS?**
- 3. Is the public benefit value for money considering the costs involved and the outcomes expected?**
- 4. Are we satisfied with the identity, capability and reputation of those involved?**
- 5. What risks are involved?**
- 6. Are measures in place to manage the risks concerned?**
- 7. Does the project have all necessary approvals, authorisation and permissions required to go ahead?**
- 8. Is there a process in place for monitoring and reviewing the project?**
- 9. What arrangements are there for:**
  - Sustaining the project after BCS funding**
  - BCS exit and closedown?**
- 10. Finally, a record must be kept of the decision made with reasons given.**

**Payments from BCS funds to BCS members, including Committee Members, Trustees and Patrons are made only for justified out of pocket expenses incurred for the Society.**

**Beneficial trade, consultancy, employment or contracts in favour of a BCS member, Committee Members, Trustees or Patrons must comply with funding policy and be recorded in the Society's minutes.**

*Justification for the policy - a brief narrative reason for the policy:*

As a Registered Charity BCS expenditure must further the Society's objectives, be controlled carefully and demonstrate good value. BCS members support the society through their voluntary activities.

*How implementation of the policy is monitored and recorded:*

Expenditure decisions are recorded in Committee minutes and the annual accounts

*How risks associated with the policy are managed:*

Risks associated with the policy are entered in the Risk Register reviewed by the Committee.

*Related Policies – Data Protection – privacy of personal data*

## Policy Template

This template is for writing policies of the British Croatian Society using the structure of headings and questions below. Policies are specific to BCS and avoid repeating or reformulating legislation. Policies will be available on the web site and should be read together as a whole. Comments from BCS member are welcomed.

<i>Title</i>	<b>Safeguarding</b>		
<i>Prepared by</i>	RD	<i>Reviewed by</i>	SG
<i>Agreed by Committee</i>	03/05/18	<i>Uploaded</i>	
<i>Comments received</i>		<i>Revised</i>	

### ***Purpose of policy - What does the policy do?***

Provides the BCS approach to dealing with concerns about exploitation of minors, vulnerable people and individuals at risk.

### ***References***

*Web guidance that provides relevant policy statements updated by expert organisations.*

<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>

### ***Policy Statement:***

**This policy applies to BCS activities in Great Britain and with partners in other territories.**

**Concerns about inappropriate behaviours and risks to children or vulnerable persons at risk must be reported immediately to the Safeguarding Officer in person or directly by telephone.**

**The Safeguarding Officer will take ownership of the case, initiate investigation and escalate to appropriate authorities.**

<b>Safeguarding Officer</b>	<b>Stefania Grbic</b>
<b>Telephone</b>	
<b>Reserve Officer</b>	
<b>Telephone</b>	

**Before BCS partners or supports other organisations with responsibilities for children or vulnerable people it will take up appropriate references from competent authorities.**

### ***Justification for the policy - a brief narrative reason for the policy:***

This policy follows up the UK Charity Commission reminder about Trustees' Safeguarding Duties. It place responsibility on a named individual to ensure expeditious, discreet effective action. Investigations may include drop in visits and / or consultations. Escalation involves reporting to appropriate authorities, such as the Police.

Where BCS operates with or supports organisation with responsibilities for children and vulnerable people, such as funding for the Dolphin centre for Down's syndrome in Pula, the Children's Selo / Village near Zagreb and the London Saturday School and Bloomsbury Festival Children's Theatre it obtained confirmations regarding the organisation's standing and inspection from the Croatian Ministry of Education, and other competent authorities. This practice will continue.

***How implementation of the policy is monitored and recorded:***

The Safeguarding Officer will keep a confidential written case record. Actions will be reported to the Chair and to the Committee with discretion.

***How risks associated with the policy are managed:***

Risks associated with the policy investigated and monitored by the safeguarding officer.

***Related Policies – with relevant content to be read with this policy***

Funding decisions – checking the reputation and standing of partners

Data Protection – privacy of personal data



**British-Croatian Society**

Registered Charity in England and Wales (No. 1086139)

**Risk Log:** The Charity Commission recommend we have a system for managing risk. The table identifies risks in order of importance. Committee members are should consider and identify new risks and demonstrate that we have active plans to manage risk.

Ref	Risk: probability, impact, etc.	Action: prevent, avoid, mitigate, transfer, bear, etc.
	<b>Succession:</b> Reliance on committee members who might not be available for unforeseen reasons. Low probability. Moderate impact.	Mitigate. Arrange cover, particularly for major events.
	<b>Reputation:</b> BCS perceived as a London based group.	Transfer & prevent. There is interest in Manchester and Edinburgh, but difficult to extend operations there without active membership and partners.
	<b>Reputation:</b> Activity, organisation or product promoted or recommended by BCS does not deliver as promised.	Avoid and mitigate. Committee to appraise promotions. "Disclaimer": WEB PAGE/NOTICE BOARD USERS ARE RESPONSIBLE FOR MAKING THEIR OWN CHECKS REGARDING PRODUCTS AND SERVICES MENTIONED ON THESE PAGES. THE BCS BY PLACING ANY NOTICE ON ITS WEB PAGE/NOTICE BOARD IS NOT IMPLYING ANY ENDORSEMENT OF THE PRODUCT OR SERVICE CONCERNED. IN ADDITION BCS DISCLAIMS ANY LIABILITY WHATSOEVER FOR ANY LOSS OR DAMAGE THAT MAY BE SUFFERED BY ANYONE USING THAT PRODUCT OR SERVICE.
	<b>Event - Annual Dinner:</b> Full costs not recovered. Low probability, significant impact.	Bear. Require advance payment, manage tightly. Annual Dinner 2014, 2015, & 2016 came within budget - just. After a price increase AD 2017 & 2018 made a surplus.
	<b>Finance:</b> Loss, misappropriation, funds allocated outside the powers of the BCS charity. Low probability, significant impact.	Prevent. Decisions by Committee following policy criteria. Transactions through bank account. Cash count by 2 persons, reconciled with receipts & banked asap. Annual Report & a/cs prepared by accountant.
	<b>Reputation:</b> Expectations that BCS can assist Croatians looking for work opportunities etc.	Transfer back to inquirer. Standard reply: to consider plans carefully & read Home Office Guidance: <a href="https://www.gov.uk/croatian-national/overview">https://www.gov.uk/croatian-national/overview</a>
	<b>Technical</b> - Web site hack occurred Oct 2016: could have affected Annual Dinner 2016 sales.	Prevent & transfer. Following an interim fix in 2016 web site was moved to a new site which is serviced and monitored for technical risks.

RFD 31/12/2018