
TERMS OF REFERENCE

Purpose and Role of OMG

OMG will provide the operations function for Tenterden Mindfulness Group creating greater capacity within the TMG Board to develop the vision and wider strategic purposes of the charity.

Terms of Reference will be reviewed on an annual basis (January 2023) to ensure they are fit for purpose.

Aims and Responsibilities

OMG will provide efficient management of the processes of Tenterden Mindfulness Group including delivery of courses, board recruitment, inter-group communications, financial accountability of day-to-day operations and setting and meeting the objectives laid out in the Business, Communications, Marketing and Financial/fundraising plans.

Membership

There will be a maximum of 5 members of OMG

- 3 Trustees including the Finance Trustee (currently Anna Hegarty, Chair; Jeremy Cooper; Les Etheridge Finance representative)
- 1 Marketing Group Representative (Philippa Harris)
- 1 Convenor/Secretary (Penny Matthews) – no voting rights

Chair role and membership will be reviewed on an annual basis (January 2023).

The group will be supported by associate members (Neil Pillai, Emma Isworth, Julie Stones), as necessary, to add value and insight to planned discussions.

Invitations to members of other groups may be made for specific items.

Management of Meetings

The Convenor will normally circulate papers for meetings at least 3 days before meetings to allow enough time for members to prepare and review papers.

Most meetings will take place early evening, online, with approximately 3 face to face meetings per year, if circumstances allow.

Key agenda items for the next meeting, will be agreed at the end of the previous meeting. Interim agenda items will be agreed by the Chair.

Standing items will include:

- Review of Minutes (actions only)
- Financial position and decisions arising
- Operational Decisions

Tenterden Mindfulness Group

Operational Management Group – T.O.R



- Website Analytics
- Feedback from TMG Board and Marketing Group, as relevant
- Course Proposals
- Progress against action plans
- Course overview, delivery and feedback (quarterly reports)

Frequency of Meetings

Meetings will be convened monthly and scheduled at least a week apart from Marketing and TMG Board meetings, allowing space for each meeting to feed into the other.

Accountability

The Trustee members will ensure there is accountability to the TMG Board strategic objectives, translated at operational level.

The Chair will lead communications between OMG and the TMG Board and when appropriate, communicating with the Teachers' Group and Marketing Group.

The Finance Trustee will ensure there is accountable decision making in respect of the day-to-day finances and income streams and will work closely with the Convenor/Secretary to present those for effective decision making at Group meetings.

The Marketing representative will be responsible for reporting back from the Marketing Group and presenting proposals, then relaying decisions back to the Marketing Group.

Confidentiality and Copyright

Issues relating to Confidentiality and Copyright will be made within the framework of the GDPR and commercial sensitivity guidance

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