



THE MARLBURIAN CLUB

The Principal Functions of the Committee

The Club is run by a Committee which under the rules comprises:

- a) A President
- b) A President-Elect
- c) The most recent Past-President
- d) A Chairman
- e) A Treasurer for the Club Funds
- f) A Treasurer of the Charitable Funds
- g) Elected members (not more than 12, but in current tradition: 9)
- h) Co-opted members as the Committee deems fit
- i) The Trustees of the Charitable Funds

The Committee meets four times a year, under the Chairmanship of the President. The meetings are usually held in London, although the Club's Annual General Meeting is held at the College in October, to coincide with Club Day. The Master and Bursar are usually invited as the Club's guests to a Committee Dinner following the January meeting, and the Chairman of Council to one following the July meeting.

The principal functions of the Committee:

1. To represent the interest of all members of the Club in the policy and administration of its operation and to ensure that it looks towards the aims and objectives set out in the rules.
2. To receive reports from the Development Office on the day to day administration of the Club and to determine future policy.
3. To receive the Treasurer's reports on the financial state of the Club, and the Charitable Funds administered by the Trustees on behalf of the Club, and to authorise any necessary action arising from these reports.
4. To receive and vote upon applications for membership.
5. To search out and consider candidates for Committee Membership and subsequently proffer recommendations for election to the Annual General Meeting.
6. With the aid of a chosen sub-committee (the "Nominations Committee") that currently includes the President, Past President, President-Elect, Trustee of the Charitable Funds, Chairman and at least one other member of the main committee, to seek out and consider candidates for the position of President Elect and thereby President, and make recommendation to the AGM accordingly.

7. To co-opt members to the Committee, either to provide representation of a specific interest, or to provide a particular expertise useful to the Committee.
8. To support events and activities organised by the Club and to encourage others to do likewise.

The Duties of Committee Members:

- A ***The President*** holds office for a year, during which he/she is the senior representative of the Club and thus:
- 1 Takes the Chair at the Annual General Meeting and four Committee Meetings
 - 2 Guides and summarises Committee discussions and initiates any matters which he/she considers beneficial to the Club. This remit includes the establishment of as many sub-committees as may prove effective to ensure the efficient preparation of discussion papers and subsequent supervision of their realisation if agreed by the main Committee
 - 3 As far as other commitments permit, represents the Club at relevant functions, including the Annual Dinner and Regional dinners as requested
 - 4 Thanks the College on behalf of the Club for the hospitality provided on Club Day
 - 5 Contributes an article to the annual Club magazine
- B ***The President Elect*** has no official duties – the purpose of the appointment is to ensure that the incumbent is familiar with the operation of both the Committee and Club prior to his/her election as President. The current President may however request the President Elect to deputise at functions, or help in other way that seems necessary or appropriate.
- C ***The Immediate Past President***, remains on the Committee for a year to give it the benefit of his/her experience and may also be called upon to deputise for the President as and when necessary.
- D ***The Chairman*** holds office for three years and may be re-elected for a second three year term by members at the AGM. The Chairman's role is to work closely with the Development team and the College to maximize the benefits of the Club to the College, always ensuring that the Club remains a guardian of the College's traditional ethos. The Chairman works closely with the President in directing the affairs of the Club and may deputise for the President at functions when required.
- E ***The Treasurer of the Club Funds*** administers The Marlburian Club Funds and is responsible for providing accurate accounts thereof for audit, and for recommending suitable auditors for appointment by the membership at the Annual General Meeting.

- F ***The Treasurer of the Charitable Funds*** is responsible to the Trustees for the administration of all money presented to the Club for charitable purposes (through donation, bequest or other sources). He also convenes and records the twice-yearly Trustees' meetings, one of which is attended by the Charitable Grants Administrator.
- G ***Elected Members*** serve a three-year term, and are chosen to reflect the age range of the membership. During their term in office they are encouraged to take an active part in both main Committee discussions and any Sub-committees for which they feel they are suited.

The current habit is to have nine elected members on the Committee, thereby creating an annual turnover of three. Replacements are nominated by the Committee, and ideas for candidates should be passed to the Chairman for his future reference as and when they occur. It has also become the custom to replace an individual elected member from their approximate age bracket if at all possible, thus ensuring that the Committee maintains a broad and balanced age range that suitably reflects the Club membership.

There is also an allocation of responsibilities for particular age ("decade") groups, non-sporting activities and overseas representation, distributed throughout the general committee as appropriate. These positions to comprise: Marlburians who left prior to 1945, Marlburians from 1945-54; 1955-69; 1970-79; 1980-89 and 1990-99 and 2000 to present. Non-sporting / cultural activities, Overseas OMs.

- H ***Co-opted members:*** The Committee has the power to co-opt members without reference to the Annual General Meeting, if it feels they will enhance the way in which the Committee can serve the Club. Such members are appointed for a year at a time either for a specific purpose or on an on-going basis.
- I ***Trustees to the Charitable Funds:*** No fewer than three or more than five Trustees are appointed by the Committee to oversee the administration of and be responsible for the Charitable Funds. In conjunction with the Treasurers they ensure that the funds are wisely invested and that their care and distribution conforms to the stipulations of the donor and to the requirements of both the Charity Commission and the Inland Revenue.

Trustees consider applications for Grants from the Centenary Fund and Daubney Fund as advised by the Bursar and to make awards as appropriate. (Applications are submitted by College departments and are endorsed by the Master and the Finance Committee of Council as being in the interest of the College but additional to those activities for which the College budget can provide funding).