

Walter Bergmann Fund terms of reference

The terms of reference for the committee of the Walter Bergmann Fund (WBF) shall be determined for and by the national committee of the Society of Recorder players (SRP).

Purpose

The WBF was created in memory of Walter Bergmann (1902-1988) to provide support for young recorder players under the age of 30 by means of grants made from a designated fund.

The WBF is a restricted fund within the SRP accounts.

Donations

Money donated is accepted by the SRP treasurer and allocated for use by the WBF.

Money is raised by direct donation, legacies; or music or instruments donated and sold.

Grants

A sub-committee of the SRP (WBF committee) agrees the allocation of grants from the WBF. Grants agreed by the WBF committee are paid by the SRP treasurer after confirmation from the WBF chair.

The WBF committee can provide grants of up to 30% of available monies in any one financial year where appropriate. Proposals to spend significantly more must be referred to the SRP trustees. This can be decided electronically if a quick decision is needed.

An individual is rarely offered a grant more than twice.

Applications

Applications are made by completing an application in the form approved from time to time by the WBF committee and submitting that application to the chair of the WBF committee.

Applications can be for individuals or a group activity for players all under the age of 30. Regardless of the activity, the applicant must demonstrate a need for the funding and applications will not be considered without financial information to illustrate need.

The age of the applicant is taken into account when considering finances. For an applicant under 18, the committee will consider the parent's circumstances. Someone over 18 is considered to be an adult and their own circumstances are used.

Money is not usually given to the individual, but the fund will pay a shop/course invoice which should be sent to the chair of the WBF. Where the application is for a group activity, typically the committee will pay for specific parts of the bid e.g. accompanists' fees or venue hire.

Applications for grants are considered at the WBF committee meeting following receipt of the relevant application. The Chair will table papers in advance of the meeting to avoid sensitive information being sent by email.

The Chair will have discretion as to whether to circulate financial information contained in each application to other committee members prior to the relevant meeting or to make it available at the meeting.

Any appeal against the procedures by which a decision has been made should be referred to the chair of the SRP.

Financial information given in support of an application will be destroyed after the meeting at which the application has been considered. Other data will be kept for 10 years then destroyed.

Committee composition

Members of the WBF committee are drawn from members of the SRP in general and, subject to the following paragraph, are appointed for a 5 year term, renewable once only. The WBF committee consists of from 3 to 5 people.

Members of the WBF committee including the chair are appointed, have appointments renewed and can be removed by the SRP main committee from time to time.

The WBF chair is accountable to the SRP main committee for the actions of the WBF committee. The WBF Chair deals with correspondence with applicants in accordance with the decisions of the WBF committee. The Chair will make the correspondence available to other members of the WBF committee on request.

Other members of the WBF committee will undertake tasks as needed.

One member of the WBF committee will exercise oversight of monetary transactions. This will involve monitoring all payments made out of the WBF and all donations received by the WBF in order to report to each WBF committee meeting the funds available for grants. The SRP treasurer will make this information available to the relevant committee member or chair as requested.

Committee meetings

The WBF committee will meet at least three times a year. It may meet more frequently at the discretion of its members. The date, time and location of each meeting will be agreed by all WBF committee members.

The quorum for each meeting is three members of the WBF committee.

WBF committee members will endeavour to agree matters unanimously, failing which decisions will be made by simple majority. In the event of a tie in a vote, the motion will be deemed to have failed.

No member of the WBF committee may vote on a matter in which she or he has a personal or professional interest.

A simple written record will be made by the chair of who attended each meeting and decisions reached by the committee at the meeting.

Communications

All formal communications between WBF committee members will be by email.

Fund Closure

If the SRP decides to close the fund with monies remaining, those monies will be directed to the original purpose of the fund.

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