

Terms of Reference	Senior Management Team
Associated Policy	CG1 Governance and Management of Quality
Approved by	Board of Trustees
Version number and approval date	V1 18/06/2021
Document owner	Operations Director
Review date	+1 year

### Role

The Board of Trustees delegates responsibility for the day-to-day management and operation of Brigit's Garden to the Senior Management Team via the Operations Director.

### Membership

- Operations Director (Chair)
- Education Coordinator
- Visitor Centre Manager (administration and accounts)
- Hospitality Manager

### Responsibilities

- Implementing the strategy and priorities agreed by the Board of Trustees, in accordance with the mission and values of Brigit's Garden
- Day-to-day operations and management of all sections of Brigit's Garden
- Ensuring that the management and operations of Brigit's Garden complies with all relevant legislation, codes of practice and guidance, and with Brigit's Garden Policies Handbook and Staff Handbook

### Meetings

The Senior Management Team meets formally every month and has informal meetings on an ongoing basis.

#### Agenda

- Minutes of last meeting
- Matters arising
- Identifying actions to implement from reports or recommendations from the Board of Trustees and Education Board
- Identifying information for the Operations Director's report to next meeting of Board of Trustees

**Governance and authority**

The Senior Management Team reports to the Board of Trustees through the Operations Director.

**Administrative support**

The Visitor Centre Coordinator provides administrative support to the Senior Management Team and is responsible for organising meetings, issuing agendas, taking minutes and circulating minutes to members.

**Supporting documents**

Brigit's Garden Policies Handbook  
Staff Handbook

**Report Schedule**

<b>Report/document received</b>	<b>From</b>		<b>Frequency</b>
Education Board recommendations	Education Board	Education Coordinator	After each Education Board meeting
Results Approval Panel report with recommendations	Results Approval Panel	Education Coordinator	After each Results Approval Panel meeting
<b>Report/document title</b>	<b>Submitted to</b>	<b>Presented by</b>	<b>Frequency</b>
Operations Director's report	Board of Trustees	Operations Director	Each Board of Trustees meeting