

Register No: IP030872



**BOARD AND CLUB BOARD POLICY**


**OF**

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**PORTSMOUTH SUPPORTERS' SOCIETY**

**LIMITED**

**Registered Under the Industrial  
And Provident Societies Acts 1965-78**

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## **PST BOARD AND CLUB BOARD POLICY [PORTSMOUTH SUPPORTERS' SOCIETY LIMITED]**

### **1. Introduction**

This document is drafted in accordance with the New Model Rules of Portsmouth Supporters Society Limited adopted pursuant to a resolution of the Society at a General Meeting held on 8<sup>th</sup> December 2014 and the Best Practice guidance issued by Supporters Direct. The PST Board and Club Board Policy sets out the position of the Representatives of PST on the Club Board of Portsmouth Community Football Club Limited. The policy was reviewed and recommended at the PST Board on the 7<sup>th</sup> July 2014.

The purpose of the policy is:

- 1.1 to clarify the role of the PST Board representatives on the Club Board.
- 1.2 to encourage transparency to members in the performance of both the Club and PST Board in achieving the objectives of the Club to maximise the goodwill and trust from the community.

### **2. Definitions**

- 2.1 "the Club" refers to Portsmouth Community Football Club Limited.
- 2.2 "PST Board" means the Board of PST which is required to ensure the Club is run in accordance with its constitutional objects.
- 2.3 "Club Board" refers to the Board of the Club.
- 2.4 "Budget Report" consists of a written financial summary, presented on one page (where reasonably possible) detailing the actual spend, budgeted spend and variance, broken down into core areas.
- 2.5 "Business Case" is a well-structured written document that captures the reasoning for spending money for a project or initiative. It would normally consist of expected benefits, costs, risks and other options.

### **3. The Personnel on the Club Board**

- 3.1 For a Club Board meeting to be quorate at least one of the PST Club Board representatives must be present in person or remotely, although the PST Board should make every reasonable effort to have their full allocation of 3 places present at the meeting.
- 3.2 Should a PST Club Board representative not be able to attend, as soon as is practically possible the Secretary of PST should be contacted and a suitable alternate should be invited. A list of alternates should be agreed by the PST Board.
- 3.3 The PST Board shall draw up a list of the desired skills that PST Board representatives shall possess, and all appointments shall be made with these in mind. Appropriate training will be given as per the PST Board Membership and Conduct Policy.
- 3.4 At the first Board meeting after the AGM, on an annual basis, the PST Board will vote to decide who the PST Board representatives shall be. PST Board representatives so elected shall serve on the Club Board for one year, but would be able to restand at the end of this term.
- 3.5 The PST Board also have the option of removing any PST Board Representative should it see fit to do so, in line with the Board Membership and Conduct Policy.
- 3.6 The Club shall publicise basic biographical information about the PST Board representatives serving on the Club Board on its website.

#### **4. The Personnel on the PST Board**

4.1 How people serve on the PST Board is covered separately by the rules and election policy.

#### **5. Monitoring and Reporting**

5.1 There will be a standard agenda item at PST Board meetings to cover the work of PST Board Representatives on the Club Board.

5.2 A summary of the Club Board meetings will be shared with the PST Board as soon as is practically possible and (re)circulated in advance of PST Board meetings.

5.3 On a quarterly basis the PST Board will be presented with a written budget report prepared on behalf of the Club Board.

5.4 It is the responsibility of the PST Board representatives on the Club Board to ensure that all of their number (in person or by alternate) attends PST Board meetings to update the PST Board on the activities of the Club Board and present the budget report.

5.5 Wherever practically possible PST Board meetings and Club Board meetings should be held on separate days, with enough time to share Board minutes.

5.6 Minutes of all PST Board meetings, which will include the Club Board agenda item should (subject to any reasonable confidentiality requirements) be uploaded on PST website and made available to the membership.

#### **6. The Budget**

6.1 The PST Board Representatives should encourage the Club budget to be set in line with the PST constitution namely that it supports a budget which allows the Club to play at the highest level, in accordance with financial responsibility and prudence.

6.2 An outline of the agreed Club finances should be presented to members at the AGM.

6.3 Should the PST Board Representatives be asked to authorise any spend by the Club Board which involves new shares being issued in the Club they should request that it is accompanied by a written business case.

6.4 The details of any request will be shared with the membership.