

Organisation

The Friends of Streatham Hill Theatre (FoSHT) is a volunteer-run non-profit **Charitable Incorporated Organisation (CIO)** and **Registered Charity**. It is governed by a **Constitution**, containing its **Objects, Powers** and conditions.

Members elect **Trustees**, including Chairman, Secretary and Treasurer (the **Officers**) at **General Meetings**. The board of Trustees:

- a) **Sets Strategy and Policies** (including but not limited to ethics, governance and privacy) and
- b) **Oversees** all FoSHT activities, in accordance with the Constitution, Charity Commission requirements, laws and regulations.

Published Governance documents are available at <http://streathamhilltheatre.org/resources/friends/> and include:

- FoSHT Constitution
- Charity Ethical Principles
- Charity Governance Code (CGC)
- FoSHT Policies
- FoSHT Data Protection Policy
- FoSHT Governance (this document)
- FoSHT General Meeting agendas and minutes
- FoSHT Brand Guidelines

Internal Governance documents and data are held on access-controlled internal FoSHT shared repositories, and include:

- Unpublished policies, e.g. FoSHT Collaboration Policy
- Document templates and forms
- Guidelines
- Standing agendas
- Internal meetings
- Activity management
- Financial management
- Supporter and stakeholder management
- Press and media

Principles

As all FoSHT activity is carried out by volunteers, our management and reporting requirements must be optimised to deliver the necessary governance without being too onerous in terms of the time and resources required to deliver.

There are best practice resources available from organisations such as Theatres Trust and NCVO which can be used as templates, to avoid “reinventing the wheel”. Several FoSHT policies are based on such templates.

Documentation uses suitable templates and appropriate naming and version control. Masters of documents are held electronically. All emailed and printed documents are treated as uncontrolled copies. Shared document repositories are used within FoSHT (for internal

documents, templates etc), and between FoSHT and external parties (for inter-party documents) to avoid creating uncontrolled copies of documents, whilst maintaining the necessary confidentiality and privacy requirements. Refer to FoSHT Collaboration Policy.

The need to restructure or reformat data for different levels of management and reporting must be avoided, bringing the additional benefit of having “one source of the truth” available to all.

Campaign

The FoSHT Campaign is managed by a volunteer **Steering Group**, overseen by the Trustee board. The Chairman is an ex-officio member of the Steering Group and other non-Trustee members of the Steering Group may attend Trustee board meetings at their invitation.

The Steering Group maintains a campaign plan of **Activities** with roles, key tasks and milestones, and manages supporter and stakeholder engagement for the campaign.

The Steering Group holds regular open **Campaign Meetings** to update and consult with the wider membership and other interested parties.

Ongoing/Enabler Activities

These Activities have no defined timescale, and include areas such as supporter and stakeholder management, finance, co-ordination of meetings, communications, press, online and social media etc. which are shared across the whole campaign.

Each ongoing or enabler activity is co-ordinated by a **Lead** volunteer, who can call on additional volunteers as appropriate. Each Lead manages the activity, making use of other resources, and reports to the Steering Group.

Project Activities

These Activities have a defined programme of work and outputs, over a defined timescale.

Each Project is managed by a Lead volunteer who reports to the Steering Group. They have access to resources including other volunteers as agreed with the Steering Group, and report progress and issues to the Steering Group.

Where Projects include (potentially paid) external providers, the scope, timescales, resources and costs will be agreed and managed against a project plan. External providers will report via the Lead to the Steering Group.

Where Projects include external funders and/or partners, governance arrangements will be agreed with them at the start of the Project, and reviewed and revised during the execution of the Project as necessary.

See Appendix 1 for a Project Governance template.

Expert Panel

This is a panel of experts, including architects, consultants, engineers, surveyors, planners, environmental experts, heritage experts etc. who have kindly agreed to provide pro-bono advice to the campaign and its activities.

Co-ordinated by FoSHT's **Lead Architect**, they can be called upon to support activities as required. Their main input is around viability, feasibility and options analysis for a future for Streatham Hill Theatre which meets FoSHT's aims and objectives.

Artistic Panel

This is a diverse panel of advisors, sourced from our Patrons and Creative Supporters, and led by FoSHT's **Artistic Director**, who will be responsible for ensuring work presented is of artistic/educative merit and promotes the arts for the public benefit, as per our objects.

Appendix 1: Project Governance Template

Project Name	
FoSHT Lead Name	
Ref. to Project Plan	
External Funders / Partners [<i>Repeat per party</i>]	
Org. Name	
Org. Role	
Representative name/role	
Ref. to proposals/contracts	
Reporting requirements	
Ref. to reporting templates	
External Suppliers [<i>Repeat per party</i>]	
Org. Name	
Org. Role	
Representative name/role	
Ref. to proposals/contracts	
Reporting requirements	
Ref. to reporting templates	
Governance Structure [<i>diagram</i>]	