

## **Salisbury Cathedral**

### **Terms of Reference for The Cathedral Worshippers' Forum**

The Cathedral Worshippers' Forum (hereinafter "the Forum") is an Advisory Body established by the Chapter in its Constitution pursuant to section 18 of the Cathedrals Measure 2021 (the '**2021 Measure**'). The Forum has the functions and composition set out in, and must conduct its proceedings in accordance with, the Constitution and Statutes, as supplemented by these Terms of Reference.

#### **(A) Function and Role**

The purpose of the Advisory Body is to support the mission of Salisbury Cathedral and to engage worshippers in the mission of Salisbury Cathedral.

The Advisory Body will have the following functions in relation to the Chapter:

- i. It will represent the views of Cathedral worshippers on matters concerning the Cathedral and the life of its congregations to the Chapter;
- ii. It will represent the ethos, strategic direction, and policy decisions of Chapter to Cathedral worshippers;
- iii. It will engage Cathedral worshippers in such activities as it or the Chapter may from time to time determine.

#### **(B) Membership**

The Forum must have a minimum of five members and a maximum of eight members. Those whose names appear on the worshipping community roll are eligible for membership of the Forum.

#### **(C) Appointments and Terms**

1. The Chapter shall appoint all members of the Forum in consultation with the Nominations Committee. The Head Server and the Head Steward will usually be among those appointed.
2. The Head Server and Head Steward are appointed to the Forum for the duration of their service in those offices. Other members of the Forum may be reappointed, provided that any member who has served more than two consecutive terms of four years is not eligible for appointment as a member until at least four years have passed since the member last sat on the Forum.
3. The chair of the Forum is appointed by the Chapter.

4. The Chapter may remove a member of the Forum from office if there is a good reason for the removal, and at least 75% of Chapter members present and voting vote in favour of the removal.
5. Members of the Forum may resign at any time by notice in writing to the Dean.

## **(D) Meetings**

### *Quorum*

1. The quorum necessary for a meeting of the Forum shall be five of the members of the Forum.

### *Frequency of meetings*

2. The Forum will meet not less than four times a year.

### *Attendance at meetings*

3. A nominated Residentiary Canon and the Vicar of the Close will be in attendance at meetings of the Forum. In addition the Chair may invite any member of the Chapter or either or both chief officers to attend the whole or part of a meeting and to speak at the meeting.
4. The Chair may invite any other person, with the consent of the nominated Residentiary Canon, to attend the whole or part of a meeting and speak.
5. All meetings will be chaired by the Chair of the Forum. In the absence of the Chair, the remaining members present shall elect one of their number to chair the meeting.
6. The Articles of the Constitution on remote participation apply to meetings of the Forum as they apply to a meeting of the Chapter.

### *Notice of meetings*

7. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the items to be discussed and any relevant papers should be sent to members of the Forum and those invited, no later than five working days before the date of the meeting.
8. If, at the invitation of the Forum, the chief officers or any member of Chapter are invited to attend the whole or part of the meeting, notice of the meeting must be given to the person as soon as reasonably practicable before the meeting.
9. If it is not reasonably practicable for the relevant papers for a meeting of the Advisory Body to accompany the notice of the meeting, the papers must be given to each person who received the notice of the meeting as soon as it is reasonably practicable.

### *Minutes of meetings*

10. The members of the Forum shall elect one of their number to act as secretary to the Forum and ensure that a record of each meeting is made, including the names of those present and in attendance and any declarations of conflicts of interest or loyalty, in accordance with the Chapter's conflicts of interest policy.
11. The members of the Forum shall elect one of their number to act as treasurer to the Forum.

### **(E) Reporting to Chapter**

A draft of the minutes of each meeting must be circulated promptly to each member of the Forum for approval. Once the minutes of a meeting are approved, the minutes must be sent to:

- a). the chief officers; and
- b). every member of the Cathedral Executive Team.

### **(F) Periodic review**

The Chapter shall review these Terms of Reference every three years.

## APPENDIX

### s.18 Cathedrals Measure 2021

#### **18. Advisory bodies**

- (1) The constitution may include provision for the establishment of one or more advisory bodies, including bodies the purpose of which would be to enable engagement with persons in the local area who have an interest in the affairs of the cathedral.
- (2) A body established under this section is not a committee of the Chapter.
- (3) The statutes may include provision as to the composition, functions or proceedings of a body established under this section.
- (4) The Chapter may set terms of reference for a body established under this section; and the terms of reference may include provision which supplements the provision made by the constitution or statutes.
- (5) Subsections (1) to (4) are not to be read as limiting the provision which may be made under section 7(1) for the good government of a cathedral.