



ROYAL AIR FORCE REGIMENT

CORPS MEMORIAL GARDEN CONSTITUTION

SECOND EDITION : 1ST MARCH 2021



Incorporated in the *Centurion Fund* of the Royal Air Force Regiment – 2020

Memorial Garden located in the *National Memorial Arboretum*, Alrewas



The Corps Memorial at the National Memorial Arboretum

RAF REGIMENT CORPS MEMORIAL GARDEN

CONSTITUTION

Version: V-2.0 (Incorporating Amendment 1)
Dated: 1 March 2021

INTRODUCTION

1. The RAF Regiment's Corps Memorial Garden (CMG) is situated within the National Memorial Arboretum (NMA) at Alrewas in Staffordshire. The NMA was established in 2001 as a registered UK Charity to honour and provide a national memorial focus for the uniformed Services (both military and civilian). The RAF Regiment's CMG was established, formally, on 5 April 2001 as one of the first Service Memorials at the NMA and thus has 'Founder' status within the organization. The NMA is now run by the Royal British Legion.

TITLE

2. The title of the RAF Regiment's Corps Memorial Garden facility at the NMA shall be 'The Corps Memorial Garden', abbreviated 'CMG'.

MISSION OF THE CORPS MEMORIAL GARDEN

3. The Mission of the CMG shall be to provide the principal, RAF Regiment-wide Memorial and Commemorative focus for the Corps.

STATUS

4. The CMG shall lie within the ownership of the RAF Regiment. Its governance shall be monitored by the Committee of the RAF Regiment's Centurion Fund (CF) through the CMG Executive Council (Exco).

PATRONAGE

5. A Patron or Patrons may be invited to provide suitable public profile and support to the CMG and its enterprise.

PRESIDENT

6. The incumbent Commandant General RAF Regiment shall be, *ex-officio*, the CMG President.

EXECUTIVE COUNCIL

7. The Exco shall be established as a sub-committee of the CF to formulate the CMG policy and execute facility management, to ensure its efficient running and maintenance, and to maintain at all times the dignity and *gravitas* required of the Corps' dedicated Memorial and its environs. No work on, or changes to, the CMG (other than routine grounds maintenance) may be carried out without the expressed authority of the Exco. The construct of the Exco is at Annex A.

8. The Exco, comprising the following appointments, shall manage the affairs of the CMG on behalf of the President and the Corps:

a. **Members:**

(1) **Chairman.** An appointee of the President, responsible for the control, organisation and management of the CMG. His appointment may be combined with other Exco appointments. Terms of Reference (TORs) are at Appendix 1 to Annex A.

- (2) **Vice-Chairman.** A member of the Exco as appointed by the Members, responsible for acting in the absence of the Chairman. The appointment should also imply potential succession as Chairman and may be combined with other Exco appointments. TORs are at Appendix 2 to Annex A.
- (3) **Secretary-Treasurer.** A member of the Exco, responsible for the provision of all Exco meetings' Administrative Instructions (AIs), Agendas, Minutes, Records of Decisions (RODs) and financial administration. The appointment may be combined with other Exco appointments. TORs are at Appendix 3 to Annex A.
- (4) **Grounds Member.** A member of the Exco responsible for the day-to-day husbandry of the CMG infrastructure and grounds. This appointment should, ideally, be filled by a serving Corps member whose regular employment lies in the vicinity of the CMG. The appointment may be combined with other Exco appointments. TORs are at Appendix 4 to Annex A.
- (5) **Memorials Member.** A member of the Exco responsible for monitoring and recording the condition of the principal Corps Memorial, and of the individual and unit memorial and commemorative stones installed within the CMG. The appointment may be combined with other Exco appointments. TORs are at Appendix 5 to Annex A.
- (6) **Serving Member.** A member of the Exco appointed on the authority of the President, responsible for representing the Serving members of the RAF Regiment. The appointment may be combined with other Exco appointments. TORs are at Appendix 6 to Annex A.
- (7) **Veterans' Member.** A member of the Exco responsible for representing the Veteran members of the RAF Regiment. The appointment may be combined with other Exco appointments. TORs are at Appendix 7 to Annex A.
- (8) **Historical Adviser.** The Corps Historian, as an *ex officio* member of the Exco shall be responsible for providing timely and accurate historical advice and guidance on all matters pertaining to the memorials' and their text within the CMG. TORs are at Appendix 8 to Annex A.
- (9) **Affiliate & Association Members.** The generic TORs for Affiliate and Association Members are at Appendix 9 to Annex A.
- a. **RAF Regiment Association Representative.** A member appointed by the National Management Committee (NMC) of the RAF Regiment Association (RAF Regt Assoc) to represent the Assoc's position.
 - b. **Association of RAF Regiment Warrant Officers' and Senior NCOs Representative.** A member appointed by the Committee of the Association of RAF Regiment Warrant Officers' and Senior NCOs (RAF Regt WOs & SNCOS Assoc) to represent the Assoc's position.
 - c. **RAF Armoured Cars Association.** A member appointed by the Chair of the RAF Armoured Cars Association (RAFACA) to represent the Assoc's position.
 - d. **RAF Regiment Heritage Centre.** A member appointed by the Curator of the RAF Regiment Heritage Centre (HC).
 - e. **Other RAF Regiment-Related Veteran Bodies.** A member of any properly-constituted RAF Regiment-related veteran body with a vested interest in supporting the CMG, subject to the endorsement of the Exco.

(10) **Additional Duties and Responsibilities.** The Exco may allocate any additional duties and responsibilities as may be necessary for the smooth and efficient running of the CMG to the Members and/or to co-opted Subject Matter Experts (SMEs). Co-opted members shall not have voting rights towards any CMG policy, management or financial issues. Such duties and responsibilities shall normally be time or project-limited; those deemed as of a more permanent nature should be considered for adoption as formal Exco appointments and incorporated in the Constitution.

9. **Terms of Office.** The standard term of office shall be for three years; appointment periods may be adjusted and/or staggered to underpin the continuity of the management process and for efficient succession-planning. There shall be no limit on the number of terms served.

10. **Meeting Attendance Criteria.** For any Exco meeting, a quorum shall be achieved by no less than four Members, which shall include either the Chairman or Vice Chairman. Members who, for any reason, are unable to attend any given meeting, shall be expected to provide a duty-related report to the Chairman prior to the meeting, and comment on relevant Agenda items, particularly those involving their specific area(s) of responsibility. Members who are unable to attend any Exco meetings within a 12-month period may be required to review and re-affirm their commitment to the CMG Exco.

MEETINGS & COMMUNICATIONS

11. **Meetings.** The Exco should meet at six-monthly intervals (nominally in February/March and August/September each year) in preparation for the CF's Annual General Meeting (AGM) in the Spring, the main annual functions for the Armed Forces' Day and the Annual Corps Memorial Commemoration Service (ACMCS) in June, and the Act of National Remembrance in November. The meeting dates will be as decided by the Chairman in-committee, but the venue shall normally be the NMA to facilitate suitable on-site review. Extra meetings and at other venues may be convened to discuss specific and urgent matters. When necessary, electronic and/or video conferencing may be used to conduct business, subject to meeting the quorum requirement if formal resolutions are to be made.

12. **Minutes/Record of Decisions.** Minutes and/or RODs shall be produced in draft form by the Secretary to the Members with 10 days of an Exco meeting. Any required comment or discussion points must be submitted by the Members to the Secretary within a further 10 days before endorsement and formal adoption by the Chairman; they shall then be ratified at the next meeting.

13. **Communications.** Where possible and practical, electronic means will be the preferred communications medium. Members shall not enter into external communications without the authority of the Exco. Publicity issues and direct NMA and CF liaison will normally be dealt with by the Chairman and/or Secretary-Treasurer as appropriate. The Communications Policy is at Annex B.

14. **Website & Social Media.** CMG webpages within the CF and associated RAF Regiment Websites should be established and maintained to provide up-to-date details of the CMG, its Exco and the events held there. Social media engagement should also be exploited where appropriate.

BANKING

15. The CMG will operate its banking procedures within the CF accounting system. A current CMG Statement of Account, mirroring the CF budget for the CMG, shall be maintained in accordance with the CMG Finance Policy and Exco instructions, and is to be made available routinely to the Members. The Statement of Account is also to be issued to Members by the Treasurer prior to each meeting and provided annually in a formal Annual Report to the CF, Patrons and President by the Chairman. The Finance Policy is at Annex C.

FUNDING

16. **Centurion Fund.** As the property of the RAF Regiment, the CF will provide the CMG with annual funding sufficient to meet its normal annual expenses; it will also provide an additional sum

within the budget to provide financial flexibility to the CMG to conduct improvement projects within the Financial Year (FY). Funding for the following aspects shall fall within the budget provided by the CF to the CMG:

- a. **Annual Maintenance Agreement.** The sum required to cover grass cutting and general arboreal treatments as covered by the NMA Maintenance Agreement. Additional and unforeseen maintenance costs shall be the subject of specific bids to the CF as necessary, if they cannot be absorbed by the CMG budget or deferred until the next annual budget allocation.
- b. **Insurance.** The CF shall include the main Corps Memorial in its corporate insurance cover for the purposes of damage and/or total loss and replacement. The Exco shall update the CF as and when required as to the total loss/replacement value.
- c. **Annual Corps Memorial Commemoration Service.** The ACMCS event takes place on the UK Armed Forces Weekend and on the last Saturday in June each year. The cost usually involves a modest administrative fee to the NMA for their support, and for the services of any additional NMA support, eg a bugler. Co-funding with the RAF Regt Assoc may be necessary on occasions where additional support may be required.
- d. **Travel Costs.** Veteran or civilian Members of the Exco may, exceptionally, claim for a contribution towards travel costs from their place of residence to the meeting venue. The funding shall be limited to a maximum of £25 per person, per semi-annual physical meeting. The Secretary-Treasurer shall coordinate and authenticate all meeting travel claims as they arise and manage them within the allocated CMG budget.
- e. **Major Corps-Driven Projects.** All such projects, usually of an infrastructure nature and endorsed by the Exco, shall be the subject of formal staffing to, and approval by, the CF Committee for inclusion in the next CF FY's budget, if central funding is required.

17. **Third-Party Funding.** Occasionally, projects proposed by the Exco and/or third-parties, such as the RAF Regiment-related assoc, shall be funded by the relevant assoc and/or by targeted fund-raising. No projects requiring such funding shall be commissioned by the Exco without formal application and appropriate funding assurance by the relevant party.

MEMORIAL & COMMEMORATIVE STONES

18. The CMG's block paving pathway, laid in late-2009, enabled the establishment of dedicated individual and unit Memorial and Commemorative Stones in the pathway. The Stones may be commissioned by anyone wishing to commemorate a *bona fide* Corps individual, unit or event. The Stones are manufactured in high-quality honed granite and are available in several distinct styles.

19. The Stones shall follow a standardised design and variations will not normally be permitted. As a guide and subject to routine review, the inscriptions for Individual Memorial Stones shall be factual (eg Rank, Name, Unit/Appointment and Dates) within the bounds of character-space availability; personalized, subjective or emotive text will not be accepted. The design and placement of the Stones within the Garden will be at the Exco discretion and no guarantee shall be given as to where or when they will be installed.

20. Funding of the Individual or Unit Memorial Stones shall be the responsibility of the proposer. Any Memorial or Commemorative Stones requiring direct CF support shall be staffed by the proposer, initially through the Exco to seek its endorsement in principle, and then to the CF Committee for funding approval prior to formal authorisation by the Exco. All profits accrued will be held within the CMG's CF funding line for re-investment in the CMG.

21. The detailed organization, ordering process and Terms & Conditions for the commissioning of Memorial Stones are at Annex D.

ACTS OF REMEMBRANCE

22. Corps, unit or individual acts of Remembrance or Commemoration may be carried out within the CMG with the authority of the Exco. The sponsor of such acts shall be responsible for all organisational, planning and funding aspects. However, funereal acts, such as the dispersal of ashes, are prohibited since they would breach the strict NMA regulations on Health & Safety and on aesthetic grounds.

STANDING OPERATING PROCEDURES

23. Standard operating procedures (SOPs) shall be developed to support the efficient routine operation and process of the CMG. They are to be developed in accordance with the guidance at Annex E.

CONSTITUTION REVIEW

24. The Constitution shall be reviewed as a whole by the Exco routinely and formally at intervals not exceeding three years. Any proposed changes are to be ratified at the subsequent meeting, following appropriate staffing, before being submitted to the President for approval.

[Electronically Signed]

J SUTTON

Gp Capt

for

Commandant General RAF Regiment & President of the Corps Memorial Garden

ANNEXES:

- A. Executive Council.
- B. Communications Policy.
- C. Finance Policy.
- D. Memorial and Commemorative Stones.
- E. Standard Operating Procedure Guidelines.

Distribution:

CG RAF Regt/President CMG

Dep CG RAF Regt

Stn Cdr, RAF Honington

Chairman, CMG Executive Council

All Exco Members (by Appt)

Chairman, Centurion Fund

Chairman, RAF Regt Assoc

Chairman, RAF Regt WOs & SNCOs Assoc

CWO

Curator, RAF Regt Heritage Centre

Archivist, RAF Regt Heritage Centre

EXECUTIVE COUNCIL

1. The Executive Council (Exco) shall provide the necessary policy direction, overwatch and management of all matters concerning the CMG, to ensure its efficient and cost-effective running and maintenance, and to maintain the necessary dignity and *gravitas* of the Corps' principal Memorial and Commemorative focus.
2. The Exco shall comprise the following appointments:
 - a. **Chairman.** Duties and Responsibilities at App 1.
 - b. **Vice-Chairman.** Duties and Responsibilities at App 2.
 - c. **Secretary-Treasurer.** Duties and Responsibilities at App 3.
 - d. **Grounds Member.** Duties and Responsibilities at App 4.
 - e. **Memorials Member.** Duties and Responsibilities at App 5.
 - f. **Serving Member.** Duties and Responsibilities at App 6.
 - g. **Veterans' Member.** Duties and Responsibilities at App 7.
 - h. **Historical Adviser.** Duties and Responsibilities at App 8.
 - i. **Affiliate & Associations' Members.** Duties and Responsibilities at ... App 9.
3. The normal terms of office shall be for three years; however, appointment periods may be adjusted and/or staggered in-committee to underpin the continuity of the management process and for efficient succession-planning. There shall be no limit on the number of terms served.
4. The Exco shall meet, as a minimum, at six-monthly intervals to provide the necessary preparation and guidance for the main annual Corps-related events to be held, the Annual Corps Memorial Commemoration Service (ACMCS) held on National Armed Forces Weekend, on the last Saturday in June, and the Annual National Acts of Remembrance in early-November. The dates of such meetings are to be as decided by the Chairman in committee, while the venue shall normally be at the NMA to facilitate suitable on-site review.
5. A quorum will be met by the attendance (or participation, in the event of video-conferencing) of at least four Exco Members, one of whom must be the Chairman or Vice-Chairman.
6. Minutes and/or Records of Decisions (RODs) are to be recorded for all Exco meetings. In the absence of the Secretary, the Chairman or Vice-Chairman will assume responsibility for the production of Minutes/RODs.
7. The Exco shall control and monitor all works, including routine ground maintenance. No changes or major works involving the CMG memorials or infrastructure shall be initiated without the written authority of the Exco.
8. No direct liaison with the NMA Management Staff, other than for routine maintenance issues, is to be conducted without the authority of the Exco. Policy-matter liaison with the NMA shall be the responsibility of the Chairman.
9. Bids for formal or extraneous CMG funding by the CF are to be signed-off by the Chairman on behalf of the Exco. For those CF bids proposed by Affiliate and/or Assoc bodies, the Chairman is to be a co-signatory to signify the Exco's support and endorsement.

TERMS OF REFERENCE : CHAIRMAN

1. The Chairman shall be a serving or retired* Member of the RAF Regt, appointed by the CG RAF Regt, in his capacity as President of the CMG.
2. The Chairman's Term of Office shall normally be for three years, or as directed by the President; there shall be no limit to the number of terms served.
3. The Chairman shall be an *ex officio* member of the CF Committee.
4. The Chairman shall be responsible for:
 - a. Representing the President in all matters pertaining to the control, organisation, management and good-order of the CMG, including direct-liaison with the NMA Management and the CF.
 - b. The organisation and conduct of the Exco, including the direction of meetings and addressing the issues facing the CMG.
 - c. Maintenance of the CMG Constitution, including its regular review and subsequent updates.
 - d. Ensuring that the dignity and *gravitas* of the CMG is maintained at all times, as befitting the Corps' principal Memorial and Commemoration facility. This shall include oversight of the Individual and Unit Memorial Stones facility, with regards to eligibility and the suitability of texts etc.
 - e. Ensuring that no unauthorised works, of any nature, are carried out within the bounds of the CMG.
 - f. Providing regular updates, as appropriate, and an Annual Report to the President, CF Committee and, as applicable, the Patron(s).
 - g. Providing direction and guidance to the Exco Members, as appropriate.
 - h. Providing any required casting vote in Exco decision-making.
 - i. Approval/Endorsement of all event planning involving the CMG facility.
 - j. Allocation of SOP Sponsor /SME responsibility and direction of development.
 - k. Other duties and responsibilities as agreed in-Committee.

*Note: * Where the Chairman is a Serving Member, the Vice-Chairman should be a veteran Member and vice-versa, where practical.*

TERMS OF REFERENCE : VICE-CHAIRMAN

1. The Vice-Chairman shall be a serving or retired* Member of the RAF Regt and Member of the Exco, appointed by the Members.
2. The Vice-Chairman's Term of Office shall be for three years, ideally staggered with that of the Chairman; there shall be no limit to the number of terms served and the appointment should reflect the potential for their succession-planning as Chairman.
3. The Vice-Chairman shall be responsible for:
 - a. Deputising for, in the absence of, the Chairman in all matters pertaining to the management and good-order of the CMG, and in accordance with the Chairman's TORs as reflected at App 1 to Ann A.
 - b. Oversight of all Health & Safety issues concerning the presentation, management and maintenance of the CMG, except for those activities carried out by official or designated NMA staff, or their representatives, in their official capacity.
 - c. Maintenance of the annual programme of formal Corps events to be held in the CMG, including any schedules provided on approved websites and other means.
 - d. Other duties and responsibilities as agreed in-Committee.

*Note: * Where the Chairman is a Serving Member, the Vice-Chairman should be a veteran Member and vice-versa, where practical.*

TERMS OF REFERENCE : SECRETARY-TREASURER

1. The Secretary-Treasurer shall be a serving or retired Member of the RAF Regt and Member of the Exco, appointed by the Members.
2. The Secretary-Treasurer's Term of Office shall be for three years; there shall be no limit to the number of terms served.
3. The Secretary-Treasurer shall be responsible to the Exco for the:
 - a. Provision of routine administrative support to the Chairman and Exco.
 - b. Issue of Exco Meeting Administrative Instructions (AIs) and Agendas.
 - c. Recording of Exco Meeting notes and provision of draft Minutes and/or RODs.
 - d. Coordination and submission of relevant Travel Subsistence claims to the appropriate fund account/agency.
 - e. Direct and active liaison with the CF Treasurer to enable the effective monitoring, administration and maintenance of the CMG sub-account.
 - f. Maintenance of a CMG hard-copy and e-account ledgers.
 - h. Provision of current Statements of Account to the Chairman on demand, to the Exco prior to planned meetings and to the President as part of the Annual CMG Exco Report.
 - i. Prompt issue of invoices for services provided and the settlement of all approved bills levied against the CMG through the CF Treasurer.
 - j. Routine review of the CMG Finance Policy and the submission of recommendations for any necessary changes.
 - k. Other duties and responsibilities as agreed in-Committee.
4. The Secretary shall be the Exco Data Protection Officer (DPO), responsible for the guidance on, and implementation of, the provisions of the Data Protection Act (DPA) and General Data Protection Regulations (GDPR) 2018, and subsequent UK legislation.

TERMS OF REFERENCE : GROUNDS MEMBER

1. The Grounds Member shall be a serving or retired Member of the RAF Regt and Member of the Exco.
2. The Grounds Member's Term of Office shall be as appropriate to the nature of the appointment. There shall be no limit to the number of terms served.
3. The Grounds Member should ideally be the member of a Service/RAF Regt-related unit, serving in the near-vicinity of the NMA, to facilitate regular visits and routine maintenance services.
4. The Grounds Member shall be responsible to the Exco for the:
 - a. Oversight and monitoring of the fabric of the CMG, The Corps Memorial and its environs.
 - b. Routine maintenance of the non-arboreal aspects of the CMG, notably the two flagpoles, flags and the benches.
 - c. Monitoring and influence of the NMA maintenance services (eg grass-cutting and arboreal treatments etc).
 - d. Routine liaison with the NMA Ground Maintenance Staff to ensure efficient and timely use of their services.
 - e. Timely inspection of the CMG prior to major annual or planned events at the CMG, to ensure that the facility will be at its best on the due dates.
 - f. Recommendations to the Exco on any required works to the Corps Memorial, secondary memorials and the environs.
 - g. Replacement of the two flags (RAF Ensign and Union Flag) as required. *(Note: The Service-provision of new flags is covered by a standing Parenting Statement with RAF Honington).*
 - h. Other duties and responsibilities as agreed in-Committee.

TERMS OF REFERENCE : MEMORIALS MEMBER

1. The Memorials Member shall be a serving or retired Member of the RAF Regt and Member of the Exco.
2. The Memorials Member's Term of Office shall be for three years; there shall be no limit to the number of terms served.
3. The Memorials Member should ideally be a member living in the near-vicinity, or within easy travelling distance, of the NMA, to facilitate regular visits and routine inspections.
4. The Memorials Member shall be responsible to the Exco for the:
 - a. Oversight and monitoring of the fabric of the Corps Memorial, secondary Memorials, and Commemorative tablets and stones
 - b. Administration of the Memorial and Commemorative Stones order process and submission to the Exco of intended commissioning and installation.
 - c. Recommendations to the Exco on any required works to the Corps Memorial, secondary memorials and the environs.
 - d. Timely inspection of the CMG memorials prior to major annual or planned events at the CMG, to ensure that the memorials will be at their best on the due dates.
 - e. Other duties and responsibilities as agreed in-Committee.

TERMS OF REFERENCE : SERVING MEMBER

1. The Serving Member shall be, by definition, a serving (badged) Member of the RAF Regt, appointed by the President. The duty may, if necessary, be combined with any of the other Exco Member appointments.
2. The Serving Member's Term of Office shall be as appropriate to the role and appointment of the appointee.
3. The Serving Member shall be responsible to the Exco for the:
 - a. Representation of the Serving Corps' position on CMG-related issues.
 - b. Other duties and responsibilities as agreed in-Committee.

TERMS OF REFERENCE : VETERANS' MEMBER

1. The Veterans' Member shall be, by definition, a retired (ie badged, former Regular)) Member of the RAF Regt, appointed by the Exco. The duty may, if necessary, be combined with any of the other Exco Member appointments.
2. The Veterans' Member's Term of Office shall be for three years; there shall be no limit to the number of terms served.
3. The Veterans' Member shall be responsible to the Exco for the:
 - a. Representation of the Veteran Corps' position on CMG-related issues.
 - b. Liaison with Corps veteran organisations.
 - c. Other duties and responsibilities as agreed in-Committee.

TERMS OF REFERENCE : HISTORICAL ADVISER

1. The Historical Advisor shall be, *ex officio*, the Corps Historian, with additional support and assistance being drawn from the RAF Regiment Heritage Centre staff as required.
2. The Historical Adviser's Term of Office shall be determined by the Corps Historian's tenure.
3. The Historical Adviser shall be responsible to the Exco for the:
 - a. Oversight of historical accuracy and for advice on the order of precedence and wording of memorial text as appropriate
 - b. Other duties and responsibilities as agreed in-Committee.
4. In recognition of the Corps' Historian's overseas residential status, his participation in Exco meetings will normally be via video-conferencing, where possible.

TERMS OF REFERENCE : AFFILIATE AND ASSOCIATION MEMBERS

1. Affiliate or Association Members shall be appointed by the appropriate agency or association. The duties may, if necessary, be combined with any of the other Exco Member appointments.
2. Affiliate and Association Members' Terms of Office shall normally be for three years; there shall be no limit to the number of terms served.
3. Affiliate and Association Member(s) shall be responsible to the Exco for the:
 - a. Representation of their respective organisations' position on CMG-related, including event issues.
 - b. In-committee staffing of any works or events proposed by their respective organisations, including any necessary liaison, costing and the provision of appropriate organisational, management, funding and H&S assurances prior to consideration by the Exco.
 - c. Other duties and responsibilities as agreed in Committee.

COMMUNICATIONS POLICY

1. The Communications Policy is to be adhered to by all members of the Exco.
2. All communications by or with the Exco shall be subject to the Data Protection Act (DPA) and General Data Protection Regulations (GDPR) 2018 and subsequent legislation. The Secretary, as the Exco Data Protection Officer (DPO), shall provide the necessary oversight and guidance on Exco-related data protection issues.
3. Personal data or other confidential or sensitive information shall be included only as and to the extent necessary unless it is anonymised. An appropriate warning of the nature of its contents shall be given clearly to recipients.
4. All formal external communications for and on behalf of the Exco shall be signed-off by the Chairman. Routine and administrative communications within the Exco on subject-specific issues may be signed-off by the relevant SME/Member.
5. A Calling Note for any ordinary Exco meeting shall be issued to all members ideally no less than 28 days prior to the date planned. The call for any urgent or extraordinary Exco meeting shall be communicated as soon as practically possible, where video-conferencing should be considered.
6. Agenda items may be submitted by members to the Secretary no less than 10 days, with the Agenda being issued by the Secretary no less than 7 days, prior to the meeting.
7. Meeting Minutes and/or RODs are to be circulated to all Exco Members within 10 days of the subject meeting, with an additional 10 days allocated for Members to raise comment or discussion points prior to approval by the Chairman. The Minutes/RODs are to be ratified at the subsequent meeting. Urgent actions required from an Exco meeting are not to be delayed pending the issue of Minutes and/or RODs.
8. CMG webpages within the CF Website, should be established and maintained to provide up-to-date details of the CMG and events held there. It shall also provide a list of Corps, Individual and Unit Memorial Stones positioned within the CMG, together with details of their ordering process and a downloadable Order Form. The Webmaster may be a standing member of Exco, or a co-opted member as appropriate.
9. All Exco Minutes and RODs are to be retained for 7 years from the date of publication. Routine correspondence should also be kept for the same period, but those of a non-contentious or time-expired nature may be reviewed as potential candidates for deletion/destruction. Items of a historical nature shall be considered for consigning to the RAF Regiment Heritage Centre Archives.
10. The Communications Policy shall be reviewed annually as a Standing Agenda Item at the AGM and endorsed in-Committee.

FINANCE POLICY

1. The Finance Policy is to be adhered to by all members of the CMG Exco.
2. The CMG Exco shall operate within the Centurion Fund (CF) central accounting system to service the CMG's needs.
3. The Exco shall maintain an open and transparent accounting record that reflects the current Statement of Account. The Treasurer is to maintain a hard-copy ledger and an electronic version shall be made available routinely to all members of the Exco.
4. A current Statement of Account shall be issued to all Exco Members prior to any planned meeting.
5. As the property of the RAF Regiment, the CF will provide the CMG with funding sufficient to meet its normal annual expenses; it will also provide an additional sum within the budget to provide financial flexibility to the CMG to conduct improvement projects within the Financial Year (FY). Funding for the following aspects shall fall within the budget provided by the CF to the CMG:
 - a. **Annual Maintenance Agreement.** The sum required to cover grass cutting and general arboreal treatments as covered by the NMA Maintenance Agreement. Additional and unforeseen maintenance costs shall be the subject of specific bids to the CF as necessary, if they cannot be absorbed by the CMG budget or deferred until the next annual budget allocation.
 - b. **Insurance.** The CF shall include the main Corps Memorial in its corporate insurance cover for the purposes of damage and/or total loss and replacement. The Exco shall update the CF as and when required as to the total loss/replacement value.
 - c. **Annual Corps Memorial Commemoration Service.** The ACMCS event takes place on the UK Armed Forces Weekend and on the last Saturday in June each year. The cost usually involves a modest administrative fee to the NMA for their support, and for the services of any additional NMA support, eg a bugler. Co-funding with the RAF Regt Assoc may be necessary on occasions where additional support may be required.
 - d. **Travel Costs.** Veteran or civilian Members of the Exco may, exceptionally, claim for a contribution towards travel costs from their place of residence to the meeting venue. The funding shall be limited to a maximum of £25 per person, per semi-annual physical meeting. The Secretary-Treasurer shall coordinate and authenticate all meeting travel claims as they arise and manage them within the allocated CMG budget.
 - e. **Major Corps-Driven Projects.** All such projects, usually of an infrastructure nature and endorsed by the Exco, shall be the subject of formal staffing to, and approval by, the CF Committee for inclusion in the CF Project Allocation, if central funding is required.
6. Non-Corps-driven projects, including Memorial Stones, proposed by third parties (eg individuals and Assocs) shall be funded wholly by the sponsor. No projects requiring such funding may be commissioned without formal assurance by the sponsor and subsequent authorisation by the Exco. All profits accrued from the Memorial Stones enterprise shall be retained by the CMG for re-investment in the CMG.
7. Invoices submitted by suppliers and tradespersons shall be settled in a timely manner, within their contractual time period and not exceeding 30 calendar days in any event.

8. The CMG Budget shall not be allowed to fall into any debit balance. All profits and unexpended sums shall be retained within the account by the CMG Exco and used in the direct support of the facility.
9. No Member of the Exco may authorise or accept any expense against the CMG account without the authorisation of the Exco. However, the Treasurer may authorise, through the CF Treasurer, routine or anticipated expenses (such as for pre-ordered and paid-for Memorial Stones) subject to ratification at the subsequent Exco meeting or review. There is no foreseen requirement or authorisation to operate any petty-cash facility.
10. Any irregularities in the account, however determined, shall be addressed by the Treasurer in the first instance and the occurrence reported on to the Chairman without undue delay. The Chairman shall direct whatever immediate actions are to be taken and the issue(s) are to be discussed formally by the Exco at the earliest opportunity.
11. In the event of the closure of the CMG enterprise , any credit balance shall be used to settle any outstanding liabilities, with any sum remaining retained by the CF.
12. The Finance Policy shall be reviewed annually and endorsed in-Committee.

MEMORIAL AND COMMEMORATIVE STONES

1. The CMG's new block paving in late-2009 enabled the establishment of Individual and Unit personalized Memorial Stones in the pathway. The Memorial Stones may be sponsored by anyone wishing to commemorate *bona fide* Corps individuals, units or events. The Memorial and Commemorative Stones will be manufactured in honed light grey granite and will be available in several distinct styles. The badges and characters will be depicted in black.
2. The Memorial Stones may be ordered at any time but, since they would be manufactured to order in batches (of all styles), no guarantee shall be given as to when they will be laid, nor shall any order be accepted on the basis of meeting any specific date, such as an anniversary. However, every effort shall be made to expedite their manufacture and installation in the CMG. All orders are subject to the terms and conditions below; they shall be acknowledged and their installation shall be notified directly to the individuals or agencies placing the orders.
3. Payment should be made ideally by Bank e-Transfer; details of the required Account shall be notified to the sponsor upon receipt of the Order Form to avoid over-publicising the bank details and to minimise the risk of fraud.
4. The following Terms and Conditions shall be applied to the Order process without exception:
 - a. Orders shall be acknowledged but not be processed until full payment is received.
 - b. Payment cheques shall be submitted for payment upon receipt.
 - c. No responsibility shall be taken by the Corps, Exco or its representatives for errors contained in the original order form submitted and sponsors are to be urged to check their orders carefully before submission.
 - d. Orders may be cancelled by the sponsor without penalty up until the date that it is passed to the manufacturer; thereafter, the order will be deemed irreversible and refunds will not be made.
 - e. The stones shall follow a standardised design and variations shall not normally be permitted. As a guide and subject to routine review, the inscriptions will normally be factual (eg Rank, Name, Unit/Appointment and Dates); personalized, subjective or emotive text will not be sanctioned.
 - f. Any rank shown shall be the final substantive rank held in service, as published in the *London Gazette* (for commissioned officers) or as according to Service Records (for non-commissioned ranks). Honorary ranks approved by the Air Force Board (or equivalent authority) may be applied. Local or acting ranks may not be used.
 - g. The placement of the Stones within the Garden shall be at the Exco's discretion and no guarantee shall be given as to when or where they will be laid.
 - h. Customers shall be encouraged to keep a copy of their order(s) in case of any issues arising.
 - i. All prices are inclusive of delivery, installation and applicable taxes. Prices may change at any time to reflect changing costs.
 - j. The Exco reserves the right to decline any proposed Memorial, design or wording, subject to appeal to the President, whose decision shall be final.

STANDARD OPERATING PROCEDURE GUIDELINES

1. There may be occasions when Exco Members will change at frequent intervals and introduce a degree of instability or 'churn' in the operation of the CMG. It will be important, therefore, that details of how certain operations are conducted are recorded for the guidance of their successors, and/or any temporary staff or players. This Annex provides the format and guidance on what information or direction the SOPs should include.
2. The Chairman shall be responsible for directing the development of any required SOPs, while the relevant Exco Member shall be responsible as the 'Sponsor' for the drafting and maintenance of the guidance provided. The SOPs are to be reviewed routinely and after any appropriate event upon which it impacts.
3. The CMG SOPs shall use the following format and include*:
 - a. **SOP No and TITLE.** eg "*CMG SOP 5 – Ground Maintenance Liaison*"
 - b. **Sponsor.** Exco Appointee.
 - c. **Overview.** A brief description of the aim or purpose of the SOP.
 - d. **Key or Predicted Dates and Frequency.** Annual programmed events.
 - e. **Appointments/Persons Responsible and/or Involved.** Incl Exco, Corps and NMA.
 - f. **Administrative and Logistical Issues.**
 - g. **Funding Attribution and Issues.** Who funds the activity and what is the funding process to follow?
 - h. **Lessons Identified from Previous Activity.**
 - i. **Key Personnel POCs.** To comply with DPA and GDPR requirements.
 - j. **Remarks/Observations.**

** The list is not exhaustive and may be adapted to suit the procedure. However, the overall format is to be used in the interests of standardisation.*