



Ramgarhia Sabha Reading

A CIO Charity

Office @ Ramgarhia Sikh Centre

234 London Road, Earley, Reading, Berks. RG6 1AH. Mob: 07484 884571 Tel: 0118 926 5432. Email: rsr@khalsa.com



To all named Trustees and Sevadars in this document

Confirmed at AGM on 24th Sept 2023

FOR THREE YEAR Term (under review to reduce to 2 years)

Dear Trustees and Sevadars ji,

RSR Appointments - Effective 24 Sept 2023

Thank you for volunteering to serve as a Trustee and/or Sevdar of RSR. We are pleased to accept and confirm your appointment accordingly subject to and in accordance with the terms described in the CIO constitution of RSR.

Some general duties of an RSR Trustee/Sevadars are listed below and fully explained and detailed in the relevant Annexes hereto:

Your legal duty:	It's vital that you:
To promote uphold, ensure due and absolute respect and reverence of wisdom, principles and doctrines of Siri Guru Granth Sahib ji, Sikhism, Gurbani and Guru ki Sangat. Act in your charity's best interests, Maintain harmony, unity and Seva. Conduct Sikh Rehat Maryada compliant faith services	Deal with conflicts of interest. Devote sufficient time and energy diligently to serving dutifully as a Trustee in the discharge of your duties. Encourage and promote participation by youngsters with diversity. Mediate or arbitrate as necessary to resolve disputes or disagreements
Manage your charity's resources responsibly. Be accountable for RSR resources	Implement appropriate financial controls. Manage risks. Encourage seamless operational systems that are transparent and non-secretive
Act with reasonable care and skill Not to act for personal gains or purpose Manage regular events at RSR	Take appropriate advice when you need to, for example when buying or selling land, or investing (in some cases this is a legal requirement)

Whilst the duties described in the relevant Annex are generic, these may vary depending on the circumstances, and therefore are not exhaustive. "The Essential Trustee CC3" training doc is available online. Only Trustees shall be registered with the Charity Commission.

RSR shall maintain an appropriate insurance cover for Trustees, subject to its T&Cs.

Signed for RSR

Yours sincerely, For and on behalf of RSR, Chair Trustee.

I accept the appointment of RSR Trustee/Sevdar as described with my name and/or initials below in Annex 1 & 2. (Deemed accepted once approved at relevant General Meeting/s accordingly)

Signature.....

Date:



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Annex 1 Detailed duties of the Trustees

All duties are general and by no means exhaustive and include “any other duties as required.” All Trustees/Sevadars appointed act as the executive and decision-making body of RSR reporting to its members:

A. Governance: BSSian (Compl), JSJheeta (Fin/audit), GSHunjan (H&S)

1. Minimum 10 years of continuous office holding service and good understanding of compliance for RSR qualifies for this Governance role reflecting this high honour bestowed on them
2. Mediate/guide other trustees/sevadars on any issues that cannot be resolved otherwise and to prevent any litigative or contentious risks
3. To act as governance trustee for the general operations of RSR and its management trustees
4. Offer guidance/solution/supports on financial reporting of RSR
5. Pay particular attention to Health, Safety and Hygiene areas of the operations and point out any issues for management to resolve
6. Reasonably support all trustees/sevadars and members where requested

B. Chair: SSJutla (Chair)

1. Give leadership and guidance to the RSR and its workings in accordance with the constitution
2. Be accountable to members for the efficient and proper functioning of RSR
3. Ensure the right policies and procedures are in place
4. Intervene and disallow discussion that leads to disunity and fragmentation
5. Have powers to curtail any event or meeting that causes undue distress
6. Have power to commit expenditure of up to £250.00 pounds per month on RSR work, without following the formal approval procedures. This expenditure must be reconciled at following meeting and with the Treasurer within six weeks of expenditure
7. Have power to exercise a casting vote in stalemate situations
8. Guide trustees/sevadars, service providers and sangat as required
9. Appoint and assist sub-committees as necessary.

C. Vice-Chair PSBilkhu (Vice Chair)

1. Carry out all the duties of the Chair in his/her absence
2. Support Health, Safety and Hygiene issues with others
3. Help Ensure the trustees and sevadars of RSR are compliant with any regulations (including DBS/Safeguarding/Fire/etc)

D. General Secretary BSRajpal (Sevadar), plus SSH (Trustee), SSJ, SSS, BSS, Plus others as requested

1. Manage the day to day affairs of RSR, highlighting any significant issues to trustees
2. Ensure that all communications and correspondence is dealt with appropriately and timely manner (Incl emails, Website and social media)
3. Ensure that all events are properly appointed and managed to completion
4. Prepare annual reports and present to the members using CC approved processes



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5. Have power to commit expenditure up to £250.00 pounds per month on RSR work, without following the formal approval procedures. This expenditure must be reconciled at the following meeting and with the Treasurer within six weeks of expenditure
6. Maintain a register of members, trustees, marriages and any other relevant registers as required, recording attendance stats of each event
7. Promote and communicate regularly to all members on the forthcoming activities of the RSR and encourage sponsorships
8. Organise, set up and manage the stage at events, Incl all systems
9. Represent RSR and manage any interactions with other organisations

E. Event Bookings and related service provider bookings Secretary BSRajpal (Sevadar), SSH (Trustee), Others as requested

1. Manage the master diaries and established booking processes/systems for all event bookings from the public using documentation in place
2. Manage all bookings of external providers (Pathis, Gianis, Jathas, etc) for religious events incl who is doing the Ardas, Waak, etc in a timely manner
3. Maintain such systems at all times and any interfaces with others incl kitchen sevadars, car parking, marquees, sponsoring family comms, etc.

F. Treasurer Poonam K (Soor), Kanwalpreet Kaur, plus others as requested

1. Be accountable for the prudent and proper management of the cash and accounts of RSR
2. Maintain all banking, payment, etc systems used by RSR and reconcile
3. Maintain ledgers as appropriate and ensure they can withstand independent scrutiny
4. Maintain proper records of all cash/receipts from all sources and bank them at earliest opportunity to avoid cash held on premises
5. Maintain proper records of all expenditure and associated audit trails
6. Ensure compliance with formal expenditure/approval procedures
7. Maintain an approved double signature on cheque, approvals system, withdrawals and expenditure
8. Submit accounts and balances monthly at meetings and final accounts annually
9. Submit annual accounts for auditing by the appointed examiners/auditor/s
10. Meet the accounting Rules and Regulations of the Charities Commission for Annual Reports and Annual Returns, using CC approved templates
11. Ensure the necessary insurance covers are maintained and current
12. Maintain a proper register of receipt/cheque books with audit records where necessary
13. Present legal and financial (investment) options to the Trustees when depositing funds or taking loans, in the best interests of RSR
14. Pursue all legal means to ensure maximum fiscal/tax benefits to RSR including timely gift aid reclaims
15. Implement a secure system for collecting cash donations, from money boxes or otherwise, that meets approval of appointed auditors
16. Be primary user of any management systems deployed
17. Maintain accounts of any third party ring fenced finances.



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G. Assistant Treasurers: HKChana, SSHunjan, plus others as requested

1. To carry out the duties of the Treasurer during his/her absence
2. Assist the Treasurer in all relevant day to day matters
3. Support Treasurer at all events in managing cash or other transactions
4. To reconcile all collections, counted and ready for banking
5. To ensure any proper payments to service providers and made and recorded
6. Ensure all receipts are given to each donator, getting gift aid papers signed where required.

H. Social, Cultural, Outreach, Community Services: RKLota, BSS, AB,

1. To manage suitable activities for the members that help deliver donation opportunities to serve wider communities
2. Liaise with internal and external parties as required to make this happen
3. Publicise the events to maximise its benefits
4. Maintain proper timely records of all finances with Treasurers
5. Manage the interactions between partners where necessary

I. Assistant General Secretary Minutes/Meetings SSHunjan

1. Convene all meetings of RSR, and ensure that approved minutes are properly recorded and filed
2. Expedite any actions, obtain updates to report at meetings
3. Prepare agenda for all meetings and any necessary forms
4. Carry out the duties of the General Secretary during his/her absence

J. Stage Mgt Sec and event delivery Secretary SSJutla, BSSi, BSRajpal, RSN, PSA, SSK, KKD, SKB, Other senior sevadars

1. Manage the events at RSR from start to finish, in accordance with Sikh Rehat Maryada (Sikhi Code of Conduct) where relevant, as interpreted by RSR Trustees
2. Plan and manage all timelines of the event and individuals delivering services and as agreed by Booking Sec
3. Set up the stage, PA systems, Streaming, lighting, Ramalas, TV screens, Apple tv, ambient temperatures, etc
4. Ensure all instruments, Amrit Kirtans or other scriptures and any other materials are available as required and fully maintained
5. Ensure all materials/stocks of such items are properly stored and maintained, incl Saropas

K. Information Systems, websites, Emails, social media and electronic systems Secretary SSSoor, SSK, SSJ, BSS, others

1. Manage all IS for RSR including all licenses
2. Develop and maintain RSR websites and pages on all systems
3. Update all displays and relevant RSR information on all media and notice boards
4. Work with other Trustees to help RSR progress in electronic media and records management
5. Keep records of all service providers work and support operations
6. Manage all logins and passwords for all systems
7. Improve all communications systems/processes



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L. Educational Secretary/s: **KKHunjan, GSH, JKD**

1. Manage the Punjabi and music school/classes and associated facilities
2. Seek support from trustees and/or others as required
3. Maintain Registers

M. Langar, Kitchen and Stores Managers: **SKSian, SKS, HKM, TKK, AG, ++**

1. Offer liaison with langar sponsors on how their event can be supported
2. Agree the shopping requirements with sponsors and delivery to RSR
3. Agree preparation times of their event and how they may support
4. Ensure all kitchen workers follow Health, Safety and Hygiene regulation
5. Ensure only trained workers can operate major items OR are supervised
6. Check all stores are properly replenished and managed
7. Ensure Prasad is prepared in good time
8. Enlist additional volunteers to help and direct as required

N. Buildings Caretakers: **SatbSD, HKC, SSJ, HSSu, SuSD, RSN, PSB, USA, MSJ, Plus many other sevadars**

1. Ensure the buildings are maintained properly, including all its services
2. Manage the asset/maintenance schedule and update at regular intervals
3. Ensure all assets are maintained accordingly, work recorded on book
4. Ensure all legal requirements are met in a timely manner
5. Conduct regular checks on all assets
6. Service providers are managed and facilitated to carry out their work
7. Ensure good level of cleanliness throughout especially the toilets
8. Ensure all waste disposed/recycled properly
9. Ensure good hygiene to prevent any infections and infestations
10. Ensure there are no hazards or risks to public
11. Minimise risks to security and associated alarms and systems including fire systems and roller shutter paths are clear
12. Ensure all fire equipment is maintained properly
13. Report any issues to others as necessary
14. Ensure car parks are kept in good order.

O. Regular Pathi Seva; **PSAulakh, SKK, MSJ, RKR, TKS, JSS, BSS Others**

1. To conduct regular SRM compliant Gurdwara rituals at all events
2. Train and encourage others to learn and conduct faith services
3. Develop competence of all sevadars in this area of GuruGhar seva.



Annex 2 – Additional sub-groups

Sub-Groups: Members of the sub-groups listed below are to be appointed or delegated by the Trustee Chair from the Trustees and/or Membership and/or external experts as deemed necessary. Membership may change from time to time. Members of each sub-group are appointed by this appointment letter.

1. Succession Planning Trustee Select; Chair, Governance, Secs, Treasurers

To conduct a succession planning workshop before the Trustee selection general meeting. Succession plan to provide firm names for the forthcoming term to confirm at a GM and look ahead for two further terms

2. Investments Options of Surplus Funds; BSS, KK, HKC, PSB, Others

To identify funds that can be invested to secure higher returns than otherwise available. Interact with RCUK/SSCUK and others to ensure any such investments are properly researched, ethical and as secure as can be for such purposes as they will carry some higher risks.

3. Fundraising Group; All relevant leads seeking funds

Identify potential sources of funds/grants that may be available to support RSR buildings, services, events or any other requirements. To engage other well wishers who may be able to support RSR. Ascertain the processes involved and professionally apply for such funds.

4. Future/Forward Planning Strategies; GSH, MSD, HSS, SSJ (Chair),

To develop methods for brainstorming and developing new services either directly or in partnership with others. Develop options for the next five years on where we see RSR going.

5. Buildings Developments and Engineering; HSS, GSH, SSJ (Chair), BSS, SSK, SSD, KSK,

To generate options on future developments or changes to existing for full discussions on selection. To assess all the operational issues required to service such developments. Engage with suitably qualified personnel where needed

6. Kitchen/Langar Sevadars; SKSian, SKSemi, HKMath, PKB, RKR, PKS, PKM, BKN, TKK, KKD, AB, VC, AG, plus many others

To manage all kitchen operations, stores, supplies, liaison with sponsors, healthy options in langar, hygiene, safety, fire precautions, etc

7. Pathis Group; RSN, JKS, SKB, RKR, SKK, SSJ, BSS,, Plus others

Fully manage Sehaj Paths, Akhand Paths, Mobile Palki events, etc as required

8. ALL RSR Event Managers: SSJ, BSR, SSS, PSB, RSN, GSH, KK, PKS, PSA, USA, SatSD, MSJ, BSS, Others

Endeavour to attend all regular events of RSR and fully manage.

9. Outreach Group; RKL, AB, VC, BSS SSP, Plus

To develop and manage outreach services in the community including homeless, NHS, Mcmillan, and other deserving causes



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10. Social and Physical Activities Group; [SSK](#), [SSJ](#), [RSN](#),

To encourage and develop social and physical activities for all ages
To organise such activities at various festivals

11. Sat Sang Group; [KKD](#), [BKN](#), [SKB](#), [RKR](#), [SKK](#), [MKC](#), plus

Manage weekly and other satsang events either at RSR or in a mobile facility

12. Seniors Group; [GSH](#), [BSS](#), [TKK](#)

To establish and create opportunities for seniors in community to participate in regular activities. To address general issues and support

13. Religion Discussions Group; [GSH](#), [BSS](#), plus

To discuss Gurbani teachings and share knowledge, answer questions
To support the reading and learning of Sri Guru Granth Saheb
Organise facilities at RSR and technologies that help support such interests

14. Well-being Group; [BSS](#) and external parties

To identify and address health issues affecting community, organise events
To develop facilities to address particular issues affecting various age groups
Provide general guidance on healthy living

15. Representation at other organisations; [RSN](#), [SSJ](#), [MSD](#), [GKS](#), [BSS](#), others

To represent RSR at other organisations including RCUK, SSCUK, GA, BME, ICA, SWAT, WBC, RBC,

16. Technologies Developments; [SSS](#), [BSR](#), [SSD](#), [BSS](#), others

To plan and develop RSR technologies that improve the services delivery through multiple channels

17. First Aid ; [BSS](#), [RSN](#), [SSJ](#), [PSB](#), plus others

To ensure sufficient members are trained in First Aid and provided with suitable training, check kit supplies, recruit and train others

18. Safeguarding; [BKghatahora](#), [Anju Bhatti](#), [BSS](#)

RSR Safeguarding officers with full safeguarding duties and its implementation and maintenance. To identify and facilitate DBS type checks where required. Facilitate any training and refreshers as required

19. Kiddie Sangat Group: [NKChug](#), [SSJ\(Chair\)](#), Others

To fully manage regular small children learning centre at RSR with parents

20. Fire Wardens; [SSJ](#), [PSB](#), [GSH](#), [RSN](#), [BSS](#) plus as named on list

To ensure compliance with the fire safety and evacuation procedures. Update fire risk assessments and evacuation plans as necessary. Maintain testing and maintenance of all fire related processes and equipment.

21. School visits Group; [KKH](#), [GSH](#), [BSS](#), [RSN](#), [GS](#), [KK](#), [SSS](#), [SKR-P](#), others

To fully manage the school/other visits at RSR OR at school
To prepare and update PowerPoints and other materials

Others



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RSR CIO New Office Positions 2023-26 Trustees and Sevadars

Apt Letter Role	Trustee Role	2023-2026 FY - 1st CIO Term Trustee = black - Sevadars = blue	Contact Tel	Support
A	Governance	Baldev S Sian(BSS Gen), Jasbir S Jheeta(JSJ Fin/Audit), Gian S Hunjan(GSH H&S)	07710750760 07740880890 07859940387	
B	Chair	Surjit S Jutla (SSJ)	07984216714	
C	Vice-Chair	Parminder S Bilkhu (PSB)	07855903533	
D	General Secretary	Bhupendra S Rajpal (BSR)	07484884571	SSH, BSS, SSJ, SSS
E	Bookings Secretary	Bhupendra S Rajpal (BSR)	07484884571	
F	Treasurer	Poonam K Soor/Kanwalpreet K	07875236196 / 07388849487	SSJ, BSS, JSJ, HKC
G	Assistant Treasurers	Harpreet K Chana (HKC), SSH	07790653648	All Treasurers
H	Social, Cultural, Outreach, Community Services Secretaries	Rupeee Lota, Anju Bhatti , SSPh, BSS, SKS, SKD , HKM , SKS, plus	07956606693	
I	Meeting minutes Secretary	Surinder S Hunjan (SSH)	07799038427	BSR
J	Stage Management and event delivery Secretary	SSJ/BSS/Ragbir S Notta/BSR plus any sevadars	RSR 07484884571	All
K	IS Secretary, websites, social media and electronic systems PA Syst	Satpal S Soor , BSS, Sukhraj S Kundhi, Tarun Mangla	07583017580	All
L	Educational Secretary/s Music Class Teachers	JKD , JKS , Kiran K Hunjan, GSH, SKB , Tajinder K Sandul (TKS), JSS , Jaswant S Sagoo	07534650614	
M	Langar and Kitchen Managers:	Satvinder K Sian, PKB , HKM , AG , KKD , SKSe , SKK , RKL , TKK , RKR , RD , PKS , KKB , BKN , SKB , KKS , SD , SSD , PKM , USA , others?	07542294664	All
N	Buildings Management & Caretakers Incl 235	Satbchan S Dhanjal, SSJ, HSS, Sukhminder S Dhanjal , GSH, PSB, HKC	07702967679 / 07803850654 /07915603651	
O	Regular Pathi Sewaks and Local Kirtan Jathas	Parvinder Singh Aulakh, RKR , SKKu , TKS , MSJ , JSS , KK , SK , SKG , GKS , plus others	07540279269	All
Sub-Group	Sub Group Names	2023-2026 FY		
1	Succession Planning and Trustee Selections	BSS, SSJ, Others		Gov, Secs, Treas
2	Investments Options of Surplus Funds	SSJ , BSS, + others with SCUk advisers		
3	Fundraising Group	SSJ and all		
4	Future/Forward Planning Strategies	Lead Chair SSJ		
5	Buildings Developments and Engineering	BSS, SSJ , KSK , SSD , Others		
6	Kitchen/Langar Sevadars	As N above plus others		All
7	Regular Pathi Sewaks and Local Kirtan Jathas, AM/PM, seva etc	Parvinder Singh Aulakh, RKR , SKKu , TKS , MSJ , JSS , KK , SK , SKG , GKS , plus others	07540279269	
8	Pathis Group /Mobile Palki services	RSN , SKB , SKS , RKR , JKS , BSS , KK , BSR , HSK ,Others	07957803435	
9	Outreach Group	RKL , ABh , SSPh , SDh , BSS , SKS , SKD , HKM , SKSe , plus		
10	Social and Physical Activities Group	RKL , AB , BSS , SKS , GKS , GSH		All
11	Sat Sang Group	KamleshKDogra , BKN , TKSa , SKK , RKR , SKSe ,	07842199868	
12	Seniors Group	BSS , TKK , GSH		
13	Religion Discussions Group	BSS , GSH , others		All
14	Well-being Group	BSS , RKL , AB , RBH , consultants		
15	Representation at other organisation/s	RSN , MSD , GSS , GKS , SSJ ,		
16	Technologies Development	SSS , BSS , SSK , TM		
17	First Aid Teams	BSS , SKBi , BKN , RKL , . Plus		
18	Kiddies Sangat	Navjot K Chug	07904124865	
19	Safeguarding	Balwinder K Ghatahora , Anju Bhatti , BSS	07723099510 / 07970103095	
20	Fire Wardens	SSJ , BSS , RSN , PSB , all trained and named Plus		
21	RSR Visits (school, scouts, others)	GSH , SSS , KKH , BSS Leads Others as required/available	07534650614	

RSR have Selected 19 Trustees and some 35 Sevadars to manage all its affairs for next term.

Please refer to your end-to-end job descriptions on Appointment Letter and notice board.

