

## **Guidelines for Club Layout Stewards**

### **General**

The steward and assistant steward should provide a clear plan for the direction of the layout, including:

- Theme of the layout
- Track plan
- Electrical plan (including colour coding for wiring)
- Scenic plan
- The stock to be used on the layout and method of operation.
- The arrangement of operators and transportation to shows, delegating as required.

### **Expenses**

An annual budget should be submitted to the committee, even if this is just for ongoing maintenance once a layout is completed.

Budgets to be submitted to the treasurer by 1st April each year.

This should show an approximation of the required items and approx cost.

The steward has the authority to spend modest amounts for the layout, not exceeding £200. Any items above this should be submitted to the committee for approval first.

*Note that it is not acceptable to make several purchases to circumnavigate the £200 rule! Common sense should prevail.*

*Note that rolling stock is not included as this is capital expenditure.*

### **Insurance**

An annual update of the current 'club owned' layout and rolling stock value for insurance purposes in case of damage or theft etc. This should be submitted at the same time as the annual budget.

### **Communication & Layout Info**

It is the stewards responsibility to communicate progress updates with how the layout is progressing. This can be done via the layouts web page on the main club website so that everyone has access to the information.

It is also the stewards responsibility to provide a list of jobs/items which can be worked on by other members of the club. These may be straight forward tasks or in some cases, tasks which require direct guidance from the steward, in which case the steward should make this clear in the job list. The job list can be updated to the layout web page so that everyone has access to the information.

## **Governance**

Ultimately the layout steward remains in charge of the layout and should communicate with the committee as appropriate and provide updates at committee meetings.

If the layout steward does not fulfil the necessary duties of being the steward, the club committee reserves the right to address this matter and ultimately ask the steward to step down from the role.

If possible / appropriate a junior member can be tasked with looking after a section of the layout. For example a selection of Metcalfe buildings may need assembling or perhaps some weathering of wagons. We should encourage our junior members in such roles as they are the future of our club!