

PARTICIPATION DEVELOPMENT (PD) TECHNICAL ADVISORY COMMITTEE TERMS OF REFERENCE (ToR) – COVER SHEET

Version:	1
Date approved:	Feb 2022
Approved by:	Board of Directors/CEO
Review Date:	Feb 2023

VERSION HISTORY

Version	Date	Changes Made	Implications

For the purpose of the 2021 policy review undertaken by British Ice Skating, all version numbers will begin at one. Where previous versions do exist, these will be archived for reference by the Association.

REVIEW PROCESS

This ToR will be reviewed every year, or sooner should the owner, legal requirements or organisational change deem it to be relevant or required.

APPLICATION

These ToR apply to all Participation Development TAC Members, both current and prospective ones, and should be read in conjunction with all relevant Policies and Procedures; Terms and Conditions documents; all Membership Rules; all 'Protection' Policies; and the TAC Code of Conduct, together with any future relevant policies and procedures.



Participation Development Technical Advisory Committee **TERMS OF REFERENCE**

1. Committee Functions

- 1.1. The key functions of the BIS Participation Development Technical Advisory Committee ("the Participation Development TAC" or "the Committee") are:
 - 1.1.1. to provide advice, input and reports to the BIS Board on the Committee's field of specialisation;
 - 1.1.2. to carry out the technical advisory, technical content and delegated decision- taking functions as set out in these terms of reference;
 - 1.1.3. to support the BIS Chief Executive and Staff to deliver BIS's operational plans in the Committee's field of specialisation.
- 1.2. The terms of reference of the Participation Development TAC (including any relevant delegated authority) are to be approved, and reviewed annually, by the BIS Board.

2. Committee Membership

- 2.1. All Committee Members are to be Full Annual Members or Life Members of BIS aged 18, or over, with appropriate knowledge, skills and experience in skating participation development matters.
 - 2.1.1. The disqualifications, which apply to candidates for positions as Board Directors of BIS, under the BIS Articles of Association, are also to apply to all Committee Members of the Participation Development TAC.
- 2.2. Subject to Articles 8.1.1.3 and Article 8.1.1.4 the voting Committee Members of the BIS Participation Development TAC are to be:
 - 2.2.1. 1 x Coach (Level 2 or above) elected by the Voting Members of BIS;
 - 2.2.2. 1 x Judge (Level 10 or above) elected by the Voting Members of BIS;
 - 2.2.3. 1 x Club Official (who is serving, or has served within the last 3 years, on the managing committee of a BIS Affiliated Club) elected by the Voting Members of BIS;
 - 2.2.4. 2 x members appointed by the BIS Board on an application and interview basis, and after the elections have taken place, in order to support the overall balance of skills, knowledge and experience on the Committee and taking account of the skills, knowledge and experience of the elected Committee Members.
- 2.3. The BIS member of BIS staff who has responsibility for participation development matters is to be the Staff Participant in meetings of the Participation Development TAC, but without a vote.
- 2.4. The Committee Chair of the Participation Development TAC is to be elected from amongst the Committee Members of the Participation Development TAC., on a skills and experience basis, by the Committee Members of the Participation Development TAC.
 - 2.4.1. The Committee Chair's primary role is to focus on effective chairing of the Committee, rather than as a discipline or function specialist, although technical knowledge and experience of participation development matters will be part of the requirements of the Committee Chair's skill set.
 - 2.4.2. The appointment of the Committee Chair of the Participation Development TAC is subject to endorsement by the BIS Board.
 - 2.4.2.1. In the interests of separation of functions, Board Directors of BIS are not eligible simultaneously to hold a position either as the Committee Chair or as a Committee Member of the Participation Development TAC.
 - 2.4.2.2. Any individual Committee Chair or Committee Member may only serve on one Technical Advisory Committee ("TAC") at any time, except where the Terms of Reference specify membership on a Committee as a result of being a Committee Chair or Committee Member of another TAC.

2.5. Each individual Committee Member may serve a maximum of two consecutive terms of office of four years each.

2.5.1. In calculating the maximum terms in office, any period of an individual Committee Member's appointment to fill a casual vacancy is to be included in the calculation.

2.5.2. No individual Committee Member, who has held office for the maximum number of terms allowed, is to stand for election or appointment to any TAC until at least four years have elapsed since the completion of his maximum of terms.

2.6. If a casual vacancy arises on the Committee, the BIS Board is to recruit an appointee to fill the vacancy in accordance with the BIS Articles of Association.

2.6.1. If the casual vacancy relates to a Committee Member elected by the Voting Members of BIS, then:

2.6.1.1. the BIS Board is to seek an appointee who meets the relevant criteria set out in paragraphs 2.2.1 to 2.2.3 above; and, if no such individual can be found, then to recruit an appointee with suitable knowledge, skills and experience;

2.6.1.2. the appointee is to be subject to election by the Voting Members of BIS at the next BIS General Meeting.

3. Committee Responsibilities

3.1. The Participation Development TAC is to have the following responsibilities (and any other responsibilities which the BIS Board may allocate to the Committee from time to time) and the delegated authority to carry out the tasks listed:

3.1.1. to draft, agree, publish and regularly update:

3.1.1.1. Guidelines for Grass Roots Development;

3.1.1.2. Guidelines for Club Development;

3.1.1.3. Guidelines for Membership Development;

3.1.2. to review recommendations from BIS staff and operational requirements regarding the design of BIS's:

3.1.2.1. Basic Skills / Learn to Skate Programme;

3.1.2.2. Community Outreach Programme;

3.1.2.3. Club Mark Programme;

3.1.2.4. Participation Programme.

3.2. The Participation Development TAC does not have any budget holding responsibilities. The BIS budget allocation for activities related to participation development matters is held by the relevant member of BIS staff.

3.3. In exercising its delegated authority, the Participation Development TAC must only take decisions that are within the parameters of the BIS Strategic Plan, the BIS Annual Business Plan, the BIS Long Term Financial Plan, the BIS Annual Budget, and the BIS Policies that have been approved by the BIS Board.

3.3.1. Any proposals by the Participation Development TAC for activities, which fall outside the existing BIS Plans, Budgets and Policies mentioned above, must be referred back to, and receive approval from, the BIS Board before any implementation of such activities.

4. Committee Proceedings

4.1. The Committee Members of the Participation Development TAC are to sign up and adhere to the BIS TAC Members' Code of Conduct including the requirements to manage conflicts of interest.

4.2. The Committee Chair of the Participation Development TAC is to call a meeting of the Committee at least 4 times each year, setting out the time, date, venue and agenda for the meeting. In the event that the Committee Chair is absent for any reason at a time when a meeting is due, a meeting may be called by the BIS Staff Participant on the Committee.

4.2.1. Meetings of the Participation Development TAC must take place face-to-face at least once a year,

but may otherwise take place by electronic means.

4.2.2. 3 Committee Members of the Committee (including at least 2 elected Committee Members and 1 appointed Committee Member) are required as a quorum for a meeting of the Participation Development TAC.

4.2.2.1. In the event that the Committee Chair is absent for any reason, the Committee may choose one of its Committee Members to chair the meeting.

4.2.2.2. In the event that the usual Staff Participant is absent for any reason, the Chief Executive may substitute another member of BIS staff.

4.2.3. Decision taking is to be usually by consensus. In the event that a vote is necessary, such vote is to be by a show of hands, with the chair of the meeting having a casting vote in the event of a tie.

4.2.4. The Committee Chair may invite other persons, who are not Committee Members of the Participation Development TAC or who are not members of BIS, to attend for specific items of Participation Development TAC meetings in order for such persons to share knowledge and expertise in fields which can assist the work of the Participation Development TAC; but such persons have no vote.

4.3. At least once every two years, the Participation Development TAC is to review its own performance and terms of reference to ensure it is operating at maximum effectiveness and to recommend any changes it considers necessary to the BIS Board for approval. This review may be undertaken at a specific Participation Development TAC meeting.

5. Committee Reporting

5.1. The Committee Chair of the Participation Development TAC is to be a member of the BIS Operations Coordinating Group.

5.1.1. In the event that the Committee Chair of the Participation Development TAC is unable to attend a meeting of the BIS Operations Coordinating Group, he may request another Committee Member of the Participation Development TAC to attend in his place.

5.2. The Participation Development TAC is to maintain written minutes of its meetings.

5.2.1. The Committee Chair of the Participation Development TAC is to provide a written report (which may be in the form of the Participation Development TAC meeting minutes) to the BIS Board at least 4 times per year.

5.3. The BIS Board is to invite the Committee Chair of the Participation Development TAC to make a presentation to the BIS Board on the Committee's work at least once a year, and at such other times as the BIS Board may request.

6. Committee Expenses

6.1. All Participation Development TAC Committee Members are to be entitled to claim travel and accommodation expenses for reimbursement in accordance with BIS's Travel & Expenses Policy.

6.1.1. All expenses are to be submitted on the BIS Expenses Claim Form to the BIS office within two months of each Participation Development TAC Meeting.