

Terms of Reference (TOR)

For Sub-Committees of Canoeing Ireland

Ref No: CI-0001-0003

Document Author: President

Issue Date: 01/09/2014

Version: V1.0

Document Information

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared By: | President | Document Template Version No: | 1. |
| Title: | Terms of Reference Sub-Committees | Document Template Version Date: | 01/09/2014 |
| Reviewed By: | Board | Review Date: | 01/09/2014 |

Distribution List

| From | Date | Phone/Fax/Email |
| --- | --- | --- |
| President to Board | 01/09/2014 | N/A |
|  |  |  |

**Sign Off, Review & Information**

The following stakeholders are required to either sign off (or formally delegate sign off), review, or have been provided with a copy for information purposes. It is understood that Reviewers required to sign off do so primarily from the perspective of their relevant business area / project role.

| To | Action\* | Due Date | Phone/Fax/Email |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Action Types: Approve, Review, Inform, File, Action Required, Other (please specify)

Version History

| Ver. No. | Ver. Date | Revised By | Description |
| --- | --- | --- | --- |
| V0.1 | 01/09/2014 | M. Clinton | Draft document prepared |
| VO.2 | 06/02/2015 | I. Jacob | Revision to Draft |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table of Contents

[1. INTENT 5](#_Toc339138466)

[2. PURPOSE 5](#_Toc339138467)

[3. MEMBERSHIP 5](#_Toc339138468)

[4. PRIMARY ROLES 5](#_Toc339138469)

[5. MEETINGS … 6.](#_Toc339138470)

[6. FREQUENCY 6](#_Toc339138471)

[7. QUORUM 6](#_Toc339138472)

[8. REPORTING STRUCTURE 6](#_Toc339138473)

[9. DECISION MAKING 6](#_Toc339138474)

[10. Responsabilities of committee MEMBERS 6](#_Toc339138475)

[11. DISCIPLINE & APPEALS 7](#_Toc339138476)

[12. CHILD PROTECTION 7](#_Toc339138477)

[13. ANNUAL GENERAL MEETING 7](#_Toc339138478)

[14. VOTING 7](#_Toc339138479)

15. COMPLIANCE WITH THESE TERMS OF REFERENCE

## 

## Abbreviations

.

The following table provides a list of abbreviations commonly used throughout the project documentation.

| Abbreviation | Description |
| --- | --- |
| CI | Canoeing Ireland |
| TOR | Terms of Reference |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Referenced Documents

The following table provides a list of documents that are referenced in this document.

| Title | Description / Comment | Location |
| --- | --- | --- |
| Disciplinary & Appeals Procedure | Standing Operating Procedure | Canoeing Ireland Office |
| Child Protection & Vulnerable Adult Policy | Standing Operating Procedure | Canoeing Ireland Office |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[sub-committee name]

**Terms of Reference**

**Date Prepared: September 2014**

**Date of Revision: February 2015**

1. **Intent:**

These Terms of Reference (TOR) establish the function and basic operating procedures for the [sub-committee name] operating as a subcommittee of Canoeing Ireland. They set out the minimum governance requirements which all sub-committees need to embrace in order to establish their legitimacy. In some respects they are not prescriptive but give a range of options from which a sub-committee may choose to operate. It is acknowledged that some existing sub-committees have more extensive and detailed constitutions and these TORs do not exclude this, provided that the content does not contradict any of the basic principles set out below.

1. **Function:**

The function of the XXXXX Committee is to administer all aspects of the discipline of XXXXX in Ireland, save those elements which are specifically assigned to the Board of C.I. by its Memorandum and Articles of Association.

1. **Membership & term of Service The committee shall have a membership of at least 5 people (may be more) who shall have specific titles and role descriptions. At a minimum, each sub-committee should have the following members:**

* Chairperson
* Secretary
* Treasurer
* Childrens Officer

Sub-committee members can have a term of one year or two. In the event that a two-year term is selected for some or all of the members, two of the four core members above should come up for renewal in odd numbered years and the remaining two in even-numbered years to achieve continuity. All persons going forward for election must be either club or individual members of C.I.

1. **Primary Roles:** All committee members shall be Garda vetted and complete a child protection course. This can be arranged at the first meeting following the annual general meeting.

* Chairperson: The Chairperson will chair all meetings and provide leadership for the committee. She/he will schedule meetings and chair them in a fair and impartial manner. The Chairperson will prepare the agenda in consultation with the Hon Secretary.
* Secretary: The Secretary will act as vice-chair in the absence of the Chairperson and will be responsible for the production of minutes and deal with all committee correspondence in consultation with relevant committee members. She/he will hold a register of members based on the criteria as outlined in their constitution or in the absence of that, membership of the discipline will be determined as anyone who has competed in or has been involved in coaching or have been a volunteer in the organisation of a discipline-specific event within the last twelve months.
* Treasurer: The Treasurer will be the 2nd vice-chair and will be responsible for managing the finances of the committee. The Treasurer shall keep an up to date ledger of all receipts and expenditure for the committee. They will present an up to date income and expenditure account to their committee on a minimum quarterly basis. The treasurer will liaise with the Canoeing Ireland office in matters of expenditure and will submit an annual budget to the Canoeing Ireland Treasurer not later than the end of September of each year.
* Childrens Officer: The Childrens Officer will carry out the role as detailed in C.I.’s Child Protection Policy, ensuring proper procedures are adhered to at all times in relation to the activities of the sub-committee.

1. **Meetings:**

* Usual meeting procedure is to be followed for all meetings:
* Agenda items are submitted one week prior to the meeting
* Meetings should be face to face or occasionally via email between scheduled face to face meetings as circumstances require
* Meeting start and finish on time should be adhered to
* Late agenda items only included if more than 80% participants agree.
* Discussion keeps to the agenda.
* Minutes will record issues, decisions and actions only.

1. **Frequency:**

The Committee will meet monthly (electronically or face to face) or alternatively as decided by a majority of the committee.

1. **Quorum:**

The quorum shall be established at the first meeting following the annual general meeting but shall not be less than three.

1. **Reporting Structure:**

The [sub-committee name] will report to the board of Canoeing Ireland through the Olympic / Non-Olympic High Performance Representative or in the case of the Training Development Unit through a designated member of the C.I. Board whichever is applicable and will submit an annual report of its activities that is presented at the Annual Delegate Meeting.

1. **Decision Making:**

Committee decisions to be by a quorum and by show of hands and majority vote

1. **Responsibilities of all committee members.**

* Prepare for meetings by reading papers/material sent in advance of meeting
* Abide by the decisions of the Committee.
* Ensure confidentiality of information provided where specified.
* Actively engage in discussion and decision-making processes.
* Discuss and disseminate information
* Communicate relevant issues to the Chair for the agenda, prior to the agenda closing date.
* Contribute to the development of and provide feedback on documents received.
* Engage with other subcommittees and relevant stakeholders, as and when necessary.
* Ensure that assigned actions are followed through and reported on in the time frame agreed to.
* Attend at least 75% of meetings on an annual basis. Failure to attend could lead to removal by the board of Canoeing Ireland on the recommendation of (the sub-committee).
* Two meetings missed without adequate explanation can result in dismissal from the Committee

1. **Discipline & Appeals**: [sub-committee name] is subject to and must comply with the Disciplinary & Appeals Policy of Canoeing Ireland.
2. **Child Protection. The** [sub-committee name] is subject to and must comply with the current Child Protection & Vulnerable Adult Policy of Canoeing Ireland.
3. **Adherence to other C.I. policies:** The [sub-committee name] is subject to and must comply with all other published policies of Canoeing Ireland.
4. **Annual General Meeting.** An annual General Meeting shall be held every twelve months and not later than fifteen months in exceptional cases. If an AGM fails to elect a chairperson then the board of Canoeing Ireland reserve the right to appoint one in their sted. If the sub-committee fail to hold an annual general meeting in accordance with these terms of reference then the Board of Canoeing Ireland reserve the right to stand down the sub-committee and take responsibility for the calling of an AGM / EGM within a period specified by the board under the terms of the sub-committees constitution. Where this process is unsuccessful, the Board of Canoeing Ireland reserves the right to take on the role and responsibilities of the sub-committee for a temporary period or wind up the committee altogether.
5. **Voting:** All attendees at an AGM or EGM shall sign the supervised register of attendance on arrival. Voting procedures can be chosen from one or a combination of the following criteria:
   1. One vote per qualifying member (either a club or individual C.I. member) based on the criteria as outlined in the sub-committee’s constitution. This could be determined as anyone who has competed in or has been involved in coaching or have been a volunteer in the organisation of a discipline-specific event within the last twelve months. A register of such members should be maintained to administer voting rights.
   2. In relation to Junior members who might not be awarded a vote as a qualifying member in a) above, a delegate vote for their club based on a stated number of such active Juniors could be awarded to their club to represent their interests.
   3. Delegate voting by clubs based on a specified number of members active (as outlined above or on some other clearly stated basis) in events held in the previous year under the auspices of the sub-committee. This should be expressed as a vote for every 5, 10 or other number of club members active in the previous year.
   4. A combination of a) and c) above could be considered.
   5. Any proposal to adopt a voting method other than outlined above must be approved by the Board of C.I. prior to being put to an AGM / EGM for consideration.
   6. All canoe clubs registered with Canoeing Ireland who do not qualify for voting based on activity in the particular discipline could be awarded a single delegate vote in order to encourage interest and participation.
   7. Delegate votes cast by clubs shall be presented on delegate voting cards issued to the club delegate on foot of a signed letter from the club chairperson.
   8. All members voting shall be registered members of Canoeing Ireland.
6. **Compliance with these TOR**: Each sub-committee of C.I. which is not already in compliance with these TOR shall amend their constitution accordingly and put the proposal to the next AGM / EGM for ratification at the next available opportunity following their adoption by the Board of C.I. A sub-committee shall not have the right to derogate from the terms of these TOR. In the event of this occurring, the Board of Canoeing Ireland reserve the right to stand down the sub-committee and take responsibility for the calling of an AGM / EGM within a period specified by the board under the terms of the sub-committees constitution to bring their constitution in line with the TOR. Where this process is unsuccessful, the Board of Canoeing Ireland reserves the right to take on the role and responsibilities of the sub-committee for a temporary period or wind up the committee altogether.