



## **Herts Youth Inclusive Football**

### **Terms of Reference**

#### **Purpose**

The Herts Youth Inclusive Football management committee will provide leadership and strategic direction which focusses on the objectives, core values and overall vision of Herts Youth Inclusive Football (HYIF).

The Management Committee will ensure the objects set out in the articles are met and HYIF and club standards are maintained, including adherence to the values and vision.

#### **Authority**

The management committee have the following powers;

- a. Raise money – all money raised must be paid into the HYIF official bank account. The management committee must all be in agreement as to how the funds are utilised.
- b. Open bank accounts – the official bank account will always have two unrelated signatories for any payment. Any spending over £20 must be pre-agreed with the management committee.
- c. Take out insurance – the management committee must ensure that all insurance, public liability and relevant sport insurances are in place before any activities.
- d. Employ staff – the management committee have the power to employ staff should the need arise. The employment of staff must be agreed by all of the management committee prior to anyone becoming employed. This includes the use of any services from a contractor or supplier.
- e. Acquire and manage buildings – the management committee have the power to acquire buildings or land for the use of HYIF if everyone in the committee is in agreement.
- f. Organise courses and events – regular events and courses can be organised by the management committee. All content and costs must be agreed prior to any course or event being held.
- g. Work with other groups and exchange information – the management committee can choose to work with other groups that complement the work that
- h. Do anything that is lawful which will help it to fulfil its aims – all activities and actions are pre-agreed with the management committee and shared with the wider membership to ensure that they fit with the aims of Herts Youth Inclusive Football.

## Membership

(a) Membership of Herts Youth Inclusive Football shall be open to any person over 18 or any organisation living or located in the Hertfordshire area who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

(c) Every individual member and each organisation shall have one vote at General Meetings.

(d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

(e) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

(f) Members are expected to work towards the strategic goals, objectives and overall vision of Herts Youth Inclusive Football.

(g) The quorum of the management committee shall be 4 persons minimum.

## Role and Responsibilities of the Management Committee

The key roles and responsibilities of the Management Committee is as follows:

- Establish the vision, values and long-term strategy for HYIF with a three-year plan.
- Monitor progress annually against agreed goals and objectives.
- Review the vision and core values at least every three years, but ideally every year.
- Regularly monitor performance, financial expenditure, risk and resource allocation against the three-year plan.
- Ensure financial solvency and integrity through robust controls and policies and personal integrity.
- Manage risk and help identify new opportunities for HYIF.
- Develop and oversee high level policies.
- To have a duty of care to children and young people within the clubs by ensuring HYIF has robust safeguarding policies and procedures in place.
- Maintain effective committee performance.
- Build effective relationships with external partners as required by HYIF.
- Undertake training as appropriate and participate in an annual evaluation process and individual evaluation.
- Attend events and meetings as appropriate and act as hosts to partners, sponsors and other stakeholders as required.

## Roles

The roles of the management committee are defined as follows:

**(a) The duties of the Chairperson are to:**

- chair meetings of the Committee and the Group
- represent the Group at functions/meetings that the Group has been invited to
- act as spokesperson for the Group when necessary

**(b) The duties of the Secretary are to:**

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
- maintain the membership list
- deal with correspondence and social media posts
- collect and circulate any relevant information within the Group

**(c) The duties of the Treasurer are to:**

- Supervise the financial affairs of the Group
- Keep proper accounts that show all monies collected and paid out
- Any money obtained by the Group shall be used only for the Group.
- Any bank accounts opened for the Group shall be in the name of the Group.
- Any cheques issued shall be signed by the Treasurer and one other nominated official.

**(d) The duties of the Safeguarding and Welfare Officer are to:**

- Work with others in the Group to ensure a positive child-centred, inclusive environment
- Act as the first point of contact for staff, volunteers, parents, children and young people where concerns about children's welfare, poor practice or abuse are identified.
- Promote the organisation's best-practice guidance and/or code of conduct within the Group
- Promote anti-discriminatory practice.
- Promote respect and inclusivity at all levels.

**Herts Youth Inclusive Football Governance**

The HYIF Committee role shall be defined and continuously evaluated. The Management Committee should ensure that a balanced, inclusive and skilled board represent and work in the interest of the organisation.

**Creating Herts Youth Inclusive Football Governance Structure**

The governance structure must reflect the plan and assist in delivering strategic goals. By establishing sub-committees, the HYIF Committee can engage more members in running HYIF, providing them with opportunities to lead and deliver elements of the plan.

To create an effective structure, each sub-committee must have terms of reference which:

- clarify the sub-committee's purpose and activities
- set out the membership of the sub-committee and how members are appointed
- define the limits of authority on spend and activities
- include reporting frameworks that ensure there is sound oversight by the HYIF Committee and transparent communication between each sub-committee

**Reporting**

Reporting is always transparent.

Minutes of committee meetings, including any reports, feedback and verbal information are recorded and presented to all those in the membership as well as published on the HYIF website.

An annual report should be sent out to all members and also published.

A write up of any event or activity will be published on the HYIF website and also shared on social media. Only permission only photographs must ever be used for social media.

**Evaluating the Management Committee**

At the end of each season a feedback survey will be sent out to members to gain feedback. This enables the HYIF Committee to reflect on its own performance.

A review of the findings of the survey will be collated with a simple self-assessment against the terms of reference, a review of the competencies and skills on the Committee and an informal review of individual members' contributions.

The evaluation process should focus on improvement and provide each member with positive and constructive feedback to enable him/her to contribute to the best of his/her ability.