

## Sprint Racing Committee – New Terms of Reference –Discussion Item for ACM 2017

Proposed by Teresa Gregory    Seconded by Margaret Chapman

The Terms of Reference of the various British Canoeing committees are currently undergoing a long-overdue review. British Canoeing is producing a generic set of terms for each committee to adapt to its area. As the generic terms have not yet been published, we have the opportunity at the ACM to seek input from the wider sprint membership on the role and processes that the SRC might adopt in future. As the two current SRC members with responsibility for the review of our Terms of Reference we propose the following for input and comment at the ACM.

We suggest that the new Sprint Racing Committee Terms of Reference should define and include:

1. The purpose of the Sprint Racing Committee – input from sprint members would be useful – what do we think our committee is for and what should its remit be?
2. The committee's place in the British Canoeing structure, including its relationship to other committees and departments. Members of British Canoeing should be able to see a clear structure on the BC website that shows how they are represented across disciplines and regions and upwards to our board.
3. The skills / attributes required to become a member of the SRC and any training required (such as the safeguarding awareness course).
4. The method for election to the committee including voting processes and the use of proxy voting. This seems important as so many parents and team leaders find it hard to attend the ACM in person but those clubs should not go unrepresented at the annual meeting.
5. The roles of the committee members and the chair.
6. Term limits for each of the roles and conditions for re-election after a specified break.
7. The process for establishing and recruiting members to SRC sub committees and for their reporting back to the whole committee.
8. The process for co-opting members to the SRC and its sub-committees for specific tasks.
9. The premise that the work of a representative committee that is accountable to its members should be transparent, wherever possible.
  - a. This includes the circulation of the draft minutes within x time of any meeting to the committee members.
  - b. A process for correcting any errors or omissions by email.
  - c. Once the minutes have been confirmed as accurate, their publication to the wider community – only excluding confidential items.
10. Help to develop and adopt a British Canoeing committee meeting format whereby minutes and processes are standardised and BC members can have access to clear information in a standard format across their disciplines and region. All minutes should record the date, location, attendees & apologies and details of the next meeting.
11. Each meeting should have an agreed agenda and for each item the minutes should record:
  - a. What the meeting learned
  - b. A numbered action item with identified attachments if required
  - c. The committee member(s) responsible for that action
  - d. The due date for that work
12. Every committee meeting should:
  - a. Commence with a confirmation of the previous draft minutes
  - b. Address each open action item for a progress report. Long-term projects, such as a five-year development plan should be broken into actionable items to facilitate and record progress.
  - c. New agenda items should then be addressed and added to any outstanding action items on the minutes to be brought forward to the next meeting.
  - d. Completed items should record any notes and dates of completion and appear on the minutes for one meeting subsequent to that date.

N.B. Please note that many of these definitions and processes already exist or take place. They are included here for discussion with the wider membership at the ACM