

AN ACE SERVICE SUB-GROUP TERMS OF REFERENCE

Reports to: The Board of Volleyball England ("the **Organisation**")

Occurrence: at least four times a year

Summary: The Sub-Group has delegated powers from the Board to implement, oversee and monitor actions and initiatives in support of the Board's wider the Game Plan strategy in respect of the An Ace Service priority. That is to work collaboratively to deliver and continuously improve the products and services that most benefit our clubs and the wider volleyball community, while also ensuring they provide healthy revenue streams that enable reinvestment in the sport.

1. **MEMBERSHIP**

1.1 The Sub-Group will be composed of:

1.1.1 a Director of the Organisation (who the Board shall appoint as Chair of the Sub-Group);

1.1.2 at least one other Director of the Organisation;

1.1.3 the Strategic Manager An Ace Service;

1.1.4 the Delivery Lead of each Working Group established by the Sub-Group from time to time; and

1.1.5 up to three (3) other individuals as the Sub-Group may determine necessary from time to time (subject to approval by the Chair of the Sub-Group).

1.2 The Sub-Group may from time to time require staff, experts or other representatives to attend meetings as presenters, advisors or observers. The Chair will approve such invitations in advance.

1.3 Membership of the Sub-Group is voluntary but reasonable expenses will be paid.

1.4 Members are expected to attend all meetings. If a standing member fails to attend three consecutive Sub-Group meetings, the Board may revoke the appointment unless such absence is authorised by the Chair of the Board.

- 1.5 The Sub-Group may agree points by email where appropriate in between meetings. Any points agreed in between meetings will then be formally documented in the action log of the subsequent meeting.
- 1.6 The Sub-Group will have attendees, apologies, review of action log and conflicts of interest as standing agenda items for each meeting. Meetings will be recorded, an action log maintained and key points from the meeting will be discussed at Board meetings as part of the Sub-Group update standing agenda item.

2. **QUORUM**

The quorum necessary for the transaction of business shall be three. Other invitees do not have a vote.

3. **WORKING GROUPS**

- 3.1 The Sub-Group may (subject to prior approval by the Board) decide to form Working Groups with responsibility for the implementation and/or development of any specific projects within its responsibility. Where it does so, the Sub-Group remains responsible for the management, oversight and reporting in respect of any such project at all times.
- 3.2 The Working Groups established by the An Ace Service Sub-Group at any time shall be as set out in the [Framework Document](#). Such Framework Document shall be updated by the Board on the establishment of any new Working Group.

4. **TERMS OF REFERENCE**

4.1 The Sub-Group shall:

No	Activity	Report to Board	Board Approval
1.	Be responsible for the An Ace Service priority – to work collaboratively to deliver and continuously improve the products and services that most benefit our clubs and the wider volleyball community, while also ensuring they provide healthy revenue streams that enable reinvestment in the sport.	Y – at each Board meeting	
2.	Develop an annual set of projects which will contribute to the An Ace Service priority and submit to the Board for approval.		Y

3.	Maintain oversight of the approved projects and report to the Board on progress (using a RAG status) and any concerns arising.	Y – at each Board meeting	
4.	Consider any additional projects required to contribute to the An Ace Service priority outside of the annual agreed set and submit to the Board for approval.		Y
5.	Consider the establishment of Working Groups as required in order to deliver the relevant projects and to develop the An Ace Service priority and submit any new Working Groups required to the Board for approval.		Y
6.	Providing the Board with expert advice and input on key initiatives/issues, related to the An Ace Service priority, in line with the Organisation's strategy (the Game Plan)	Y – as required	
7.	Provide the Board with information about the outcomes and impact of key initiatives, related to the An Ace Service priority	Y – as required	
8.	Provide the Board with advice and recommendations related to the An Ace Service priority	Y – as required	

5. **REPORTING AND APPROVALS**

5.1 The Sub-Group shall report to the Board in respect of:

- 5.1.1 the matters referred to in paragraph 4 above;
- 5.1.2 any anticipated or likely deviation from the expected income as set out in the approved annual budget;
- 5.1.3 any complaints received and/or matters arising under the Grievance and Disciplinary Policy; and
- 5.1.4 any other concerns and/or issues arising relating to the An Ace Service priority.

5.2 The Sub-Group shall obtain prior approval from the Board in respect of:

- 5.2.1 the matters referred to in paragraph 4 above; and
- 5.2.2 any expenditure which is not in line with the approved annual budget.