

WORKING GROUPS TERMS OF REFERENCE

Reports to: A Sub-Group of Volleyball England ("the **Organisation**") who in turn reports to the board

Occurrence: As agreed with the relevant Sub-Group

Summary: A Sub-Group may (subject to approval of the Board) establish one or more Working Groups from time to time with responsibility for the implementation and/or development of any specific projects within such Sub-Group's responsibility. The Working Group shall be responsible for delivering the relevant projects assigned to it and report to the Sub-Group that formed it on a regular basis.

1. GOVERNANCE STRUCTURE

The Board

- 1.1 The ultimate decision makers for the Organisation is the Board. They provide strategic leadership in the development, implementation and sustainability of the Organisation's projects, programmes and strategies.
- 1.2 The Board is made up of up to 12 members with an Independent Chair, and will meet at least four times a year.
- 1.3 The Board will provide minutes of their meetings, on the website to ensure members understand the direction of travel and how strategic decisions are made.

The Sub-Groups

- 1.4 The Board has given delegated responsibility to four Sub-Groups to identify issues and develop programmes or projects to ensure effective and efficient delivery of the Game Plan strategy. Each Sub-Group is chaired by a member of the Board.
- 1.5 Each Sub-Group has a Terms of Reference which is available on the Organisation's [website](#) which detail the membership, quorum and activities of the Sub-Group.
- 1.6 The Sub-Groups will report to the Board regularly and shall be responsible for oversight of any Working Groups that they establish.

The Working Groups

- 1.7 Each 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.
- 1.8 Each Working Group established by a Sub-Group shall report to the Sub-Group that has formed it in accordance with these terms of reference.
- 1.9 It is the function of the Working Group to support the development or delivery of projects and programmes, this could include the delivery of events or competitions, updating resources, delivering workshops, business support to name but a few areas.
- 1.10 Each Working Group shall (as agreed with the Sub-Group that formed it) have a defined set of projects which it is working to deliver at any one time. Each Working Group shall, in accordance with the terms of reference, keep the Sub-Group that formed it up to date at all times and shall ensure all information is agreed by the Sub-Group Chair prior to being shared with the wider volleyball community. Each Working Group shall report to the Sub-Group on a regular basis and as requested by the Sub-Group to enable the Sub-Group to report to the Board.
- 1.11 It shall be the responsibility of the Delivery Lead to bring together a group of willing and skilled individuals that facilitate the development and delivery of the work of the Working Group. Working Groups shall not be permitted to incur any financial expenditure without the prior authorisation of the Board.

2. **ROLES AND FUNCTIONS OF THE WORKING GROUPS**

The Working Groups will:

- 2.1 carry out and be responsible for the responsibilities of the relevant Working Group as set out in the Organisation's Framework Document;
- 2.2 provide advice, support and assistance in the implementation of the Organisation's projects and programmes in line with the strategic objectives;
- 2.3 ensure all work delivered promotes and reflects the vision, values and culture of the Organisation; and;
- 2.4 ensure all project and programmes are delivered equitably.

3. **ROLE OF INDIVIDUAL GROUP MEMBERS**

The roles of the individual members of the Working Groups include:

- 3.1 attending regular meetings as required during the lifespan of the project and actively participating in the group's work;
- 3.2 representing the interests of the Organisation, as appropriate;
- 3.3 a genuine interest in the initiatives and the outcomes being pursued in the projects or programmes;
- 3.4 be an advocate for the project or program's outcomes.

4. **WORKING GROUP MEETINGS**

- 4.1 Each Working Group shall have a Delivery Lead as its Chair. The Delivery Lead shall be a Member and shall be elected at an Annual General Meeting in accordance with the Framework Document.
- 4.2 The Delivery Lead (in consultation with the Sub-Group that formed the Working Group) shall determine the proposed membership of the Working Group. This shall not be less than three and should be an odd number as decisions will be taken by majority. The quorum for transaction of business shall be at least 50% of the members (i.e. if three members – two or more to be present).
- 4.3 Members are expected to attend all meetings. If a member fails to attend three consecutive Working Group meetings, the Sub-Group may revoke the appointment unless such absence is authorised by the Chair of the Sub-Group.
- 4.4 The Working 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.
- 4.5 The Working 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 Sub Group meetings as part of the Working Group update standing agenda item
- 4.6 The Sub-Group Chair will monitor the Working Group meeting action log provided to it and ensure relevant matters are discussed and recorded in subsequent Sub-Group meetings to provide transparency.

5. **REPORTING AND APPROVAL**

- 5.1 Each Working Group shall report to the Sub-Group that formed it in respect of:
 - 5.1.1 progress (using a RAG status) on any projects within its remit and any concerns arising;

- 5.1.2 any anticipated or likely deviation from the expected income relating to any activities of the Working Group 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 in its work.
- 5.2 Each Working Group shall obtain prior approval from the Sub-Group (recognising that the Sub-Group may require approval from the Board before it can approve) in respect of:
- 5.2.1 any additional projects it considers relevant to contribute to its remit (using the template provided by the Board from time to time); and
 - 5.2.2 any expenditure which is not in line with the approved annual budget.