

## **Terms of Reference – Development and Participation Subgroup (DaPS)**

In accordance with Article 9.1 of the company's Articles of Association:

*“The Board may delegate any of its powers to any committee, subgroup or task group consisting of such person or persons as it thinks fit. Any such delegation shall be subject to the overall supervision and responsibility of the Board and subject to the decisions of the Board from time to time.”*

### **Purpose**

- To ensure the strategic objectives of Welsh Athletics relating to Development & Participation are delivered.

### **Duties**

- To review progress, share learning and take appropriate action relating to all things Development & Participation
- To scrutinise and support delivery of relevant strategic priorities within the business/operational plan
- To lead the development of relevant strategic priorities within future business plans
- To ensure that the Welsh Athletics Development & Participation structure and application of resources are aligned to the agreed strategic and operational objectives.
- To ensure members & stakeholders have a full understanding of the strategic objectives and the annual operational delivery plan.
- To provide direct support to the Run Wales social running programme, supporting the relevant staff members Programme Manager with advocacy with key stakeholders and partners
- To oversee the identification and mitigation of risk on matters relating to Development & Participation and advise board accordingly
- To support the Club Modernisation plan, receiving regular updates and evaluating future opportunities
- Where necessary commission advocacy reports highlighting benefits of running/athletics on wider society needs
- Where necessary, bring matters to the Board for discussion and/or approval

- Take a forward look to understand and develop opportunities from the broader world of athletics, sport and business

### **Reporting**

- A summary of discussion and actions are to be reported to the Board of Directors at each meeting.

### **Membership**

- Membership to the Development Subgroup shall be by approved by the Board of Directors.
- The group members should be representative of the diverse nature of the sport and regional variation to ensure a broad range of perspectives
- The Development & Participation Sub-Group shall have the power to co-opt additional members to a meeting for a specific agenda item discussion. Whether the co-opted member remains for the whole meeting will be at the discretion of the SubGroup Chair. All co-opted members must complete the Volunteer Confidentiality Agreement prior to joining the subgroup.
- The Development & Participation subgroup will have the power to create subgroups to deal with specific matters, these groups may also have the ability to co-opt individuals with specific skills or experiences where required.
- Director of Development & Participation (Chair) - Tom Overton,
- Head of Development & Participation - Chris Moss
- An additional nominated Board representative
- Up to 6 co-opted members
- Committee Secretary

### **Quorum**

- At least four members
- Where a voting decision is split, equal votes for and against, the chair will have the deciding vote.

## **Meetings**

- The group will meet at least 5 times per annum.

## **Terms of Office**

- Membership will be reviewed every year by the Board
- Independent members will serve a maximum of 4 years on the sub-group
- Where possible the membership will be refreshed on an annual basis
- Succession planning should be considered by the group, with appointments phased in the first 3 years to avoid all group members maximum term ending at the same time.

## **Declaration of interest**

The Development & Participation sub-group members shall comply with the Welsh Athletics Conflict of Interest Policy. Declarations of "conflict of interest" must be requested at the beginning of every meeting by the Chair - any raised must be noted and a decision of the action taken recorded. The Chair will address these issues and report any concerns that may require further action.

*Approved – November 2020*