

TERMS OF REFERENCE DISCIPLINE CHAIRS GROUP

1. The Purpose

The Discipline Chairs group is a non-voting group that brings together the respective Chairs of each Discipline Committee of British Canoeing.

2. The Responsibilities of the Group

The main responsibilities of the Group are to:

- I. Supporting the alignment and delivery of British Canoeing's strategic and annual plans and each discipline committee plan.
- II. Provide a formal mechanism for sharing updates between British Canoeing and the Discipline Committees and vice versa.
- III. Improve communication between British Canoeing executive officers and committees.
- IV. Facilitating the sharing of good practice between committees.
- V. Sharing updates and information in a timely manner.
- VI. Agreeing common areas of work and priority areas for central office support.
- VII. Identifying challenges and supporting problem solving to successfully deliver the 4 years plans for British Canoeing and the Discipline Committees.
- VIII. Establishing commonalities and approaches to joint working.

3. Accountability

The Discipline Chairs Group is accountable to the Board of British Canoeing.

4. Compliance with British Canoeing policies and procedures

The Discipline Chairs Group will recognise and adhere to the policies and procedures of British Canoeing.

5. Membership

The Group shall comprise of the following:

- i. The Chair or delegated representative for each individual Discipline Committee.
- ii. The CEO of British Canoeing
- iii. Sports Development Manager
- iv. Other staff within British Canoeing as required

The Group will be chaired by a senior member of British Canoeing staff and shall appoint a Vice Chair from within the Group.

6. Voting rights

The Discipline Chairs group is a non-voting group.

7. Meetings

The Discipline Chairs Group will typically meet at least 2 times per year but may meet more regularly if required.

If possible one meeting a year will be coordinated to co-inside with the Regional Development Chairs Group meetings.

The notes of each meeting will be recorded and made available to the Board and posted on the website within 1 month of the meeting.

The minutes will be shared with the Regional Development Chairs Group.

8. Reporting

The Chair of the Discipline Chairs Group will submit an annual report to the Board of British Canoeing.

Date: 13 September 2018

-END-