

TERMS OF REFERENCE ENGLISH FORUM

1. The Purpose

- 1.1 The purpose of English Forum is to consider matters that will improve the development and delivery of paddlesport in England.

2. Accountability

- 2.1 The English Forum is accountable to the Board of British Canoeing for carrying out the responsibilities that are delegated to it within these Terms of Reference. The Board will manage this accountability in the following ways:

- 2.1.1. Approve the Terms of Reference and any changes to the Terms of Reference for the English Forum
- 2.1.2. Receive and consider the minutes of the English Forum meetings
- 2.1.3. Comply with all relevant British Canoeing policies and procedures
- 2.1.4. Receive and publish a report from the English Forum part of the British Canoeing Annual Report.

3. Responsibilities

- 3.1. The responsibilities of the English Forum are to:
- 3.1.1. Ensure good communication between the Regional and Discipline committees within British Canoeing on matters which impact on delivery in England.
 - 3.1.2. Provide a forum for the views of English members, clubs, centres and coaches in England to be presented to the Board of British Canoeing
 - 3.1.3. To select and appoint three Directors from England to the Board of British Canoeing.

4. Membership

- 4.1 The voting membership of the English Forum shall comprise of the following:
- 4.1.1 The Chair or delegated representative of each Regional Development Team
 - 4.1.2 The Chair or delegated representative of each Competition Discipline Committee

To be removed in 2019.

- 4.1.3 The delegated representative of the English Coaching Management structure.

- 4.2 In addition the following will be invited to attend (with no voting rights):

- 4.2.1 The Chair and President of British Canoeing
- 4.2.2 The Vice Presidents of British Canoeing
- 4.2.3 The Board Members appointed by the English Forum (3)
- 4.2.4 The CEO of British Canoeing
- 4.2.5 Other senior executives within British Canoeing.

- 4.3 All voting members shall be full individual members of British Canoeing and usually resident in England.

5 The Chair and Vice Chair of the English Forum

- 5.1 The English Forum will appoint a Chair and Vice Chair from within its own voting membership.
- 5.2 The Chair and Vice Chair shall serve in that position for a maximum of one term of four (4) years. The terms of the Chair and Vice Chair shall coincide.
- 5.3 Members of the Forum may self-nominate to stand for Chair and Vice Chair. The election for both positions shall take place by secret ballot between the voting members.

6 The Election of British Canoeing Board Members

- 6.1 The English Forum has a responsibility to nominate three (3) members to the Board of British Canoeing.
- 6.2 These nominees once approved by the AGM of British Canoeing will then serve on the Board of British Canoeing in line with the Articles of the Company.
- 6.3 Board members can serve for a maximum of two terms of 4 years and this is detailed within the Governance section of the British Canoeing website.
- 6.4 As a vacancy arises then the English Forum will ensure the following occurs;
- 6.5 The notice of vacancy will be advertised at least 3 months prior to the next AGM, with a description of role, application form and an outline of the election process.
- 6.6 Any full English Member of British Canoeing is entitled to apply for an English Forum position on the Board.
- 6.7 Individuals wishing to put themselves forward must be proposed by one of the Regional Development Teams, Discipline Committees or Coaching Management group. Each of these Committees can nominate a maximum of 2 candidates for each Board vacancy.
- 6.8 Each committee may propose candidates from within their own committee or any other member of British Canoeing who they feel may be suitably qualified for the role.
- 6.9 The election within the English Forum for Board nominations shall take place by secret ballot between the voting members. Each member shall have one vote for each vacant position.
- 6.10 The CEO of British Canoeing, the Chair of the English Forum (unless they are standing as a candidate in which case the Vice Chair or another agreed member of the Forum) and an Independent Board Member, will scrutinise the voting and determine the result of the election.
- 6.11 The English Forum nomination(s) to the Board will be subject to AGM approval at the following AGM.
- 6.12 If a casual vacancy should occur, outside of the normal term, the English Forum will manage the recruitment of a suitable candidate as closely as possible in line with these procedures.

7 Meetings

- 7.1 English Forum shall meet at least once a year, which will include a consultative session with the full Board of British Canoeing.
- 7.2 At least 60 days' notice of the date of meetings shall be given to all members of the Forum. Copies of the agenda and associated papers shall be sent to the members of the Forum at least 7 days in advance. If items are added to the agenda after this time papers will be circulated to members as soon as practical.

- 7.3 An officer of British Canoeing will usually record the minutes of the meetings. Draft minutes, which have been previously circulated to the members for comment, will be published on the British Canoeing website within 28 days of the date of the meeting. Final minutes will be posted to replace the draft minutes once these have been approved by the Forum at the next meeting. Copies of the draft minutes shall also be sent to the Executive Assistant to the CEO of British Canoeing for circulation to the Board.
- 7.4 Meetings will be chaired by the Chair of the English Forum and in their absence by the Vice Chair. If necessary the Forum may choose another of its members to act as Chair for a meeting. The quorum at the Forum shall be a majority of the number of voting members who are appointed to the Forum.
- 7.5 Decisions shall usually be reached through consensus, but when voting takes place this shall be by show of hands only and each voting member shall have one vote. Only those who are in attendance at the meetings shall have the right to vote.
- 7.6 The Chair shall not have a casting vote.
- 7.7 For urgent business or on other occasions as required, the Forum may hold meetings and take votes electronically by means such as conference call or email.
- 7.8 The Forum may create sub-committees, either as a standing committee or for a specific period and with a specific brief.
- 7.9 The Forum shall usually appoint one of its number to chair the sub-committee and all members of the sub-committee shall be Full Individual Members of British Canoeing.
- 7.10 Each sub-committee shall be fully accountable to the Forum and shall have in place Terms of Reference which are approved by the English Forum.

DATE: 27 October 2018

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ⁱ This reference to English coaching management group will be removed in 2020.