

TERMS OF REFERENCE

BRITISH CANOEING NORTH WEST REGIONAL DEVELOPMENT TEAM

1. Purpose

The British Canoeing North West Regional Development Team (BC NW RDT) shall where appropriate involve itself in all matters relating to the development of the sport and recreation of paddlesport within the North West of England, United Kingdom comprising the following areas, Greater Manchester, Cheshire, Merseyside, Lancashire and Isle of Man.

2. Responsibilities of the Committee

The responsibilities of the BC NW RDT are:

- i.) To develop an integrated approach to development in the region through good communication channels with key volunteers and British Canoeing staff.
- ii.) To produce and deliver a Regional Development Plan for Paddlesport that reflects the needs of the Region and supports the overarching British Canoeing strategy and projects. The plan will reference:
 - a. Coaching and leadership,
 - b. Waterways and environment,
 - c. Safety management,
 - d. Clubs and centres,
 - e. Volunteer development and recognition,
 - f. Paddle-Ability,
 - g. Support of entry level discipline events or competitions, or both.
- iii.) To provide a mechanism for receiving and resolving regional disputes and complaints.
- iv.) To seek out and then represent the views of members, clubs and centres within the Region at a national level via the Regional Development Team Chairs Group (RDTCG), at the British Canoeing Annual General Meeting (BC AGM) or directly to the executive office or Board.
- v.) To represent the views from the region at the RDTCG meetings.

3. Accountability

The BC NW RDT is accountable to the Board of British Canoeing, through approval of Terms of Reference, appointed members, development plans and budgets.

The BC NW RDT has an implicit responsibility to clubs, centres and members in its region via an Annual Consultative Meeting (ACM), when the members of the Committee are appointed and reports received.

4. Compliance with British Canoeing policies and procedures

The BC NW RDT will recognise and adhere to the policies and procedures of British Canoeing.

5. Membership and composition of the Committee

The voting membership of the BC NW RDT shall comprise of the following elected officer positions:

- Chair
- Vice Chair
- Secretary
- Treasurer

And up to 8 of the following technical member voting positions may be filled, at any one time:

- Regional Waterways and Access Officer

TERMS OF REFERENCE

BRITISH CANOEING NORTH WEST REGIONAL DEVELOPMENT TEAM

- Regional Coaching Representative
- Regional Safety Officer
- Regional Welfare Officer
- Regional Paddle-Ability Representative
- Regional Discipline Representatives
- Youth and Schools Representatives
- Volunteer Support and Recognition Representative
- Regional Disputes and Legal
- Events, Trails and Tours
- Regional Communications Officer

Members of the committee may take on responsibility for more than one technical role.

Members of the committee shall serve for two years and shall be eligible to stand for re-election at alternate ACM's. Members are able to serve for a maximum of four terms of two years, equating to eight years in one particular role.

The Chair, Vice Chair, Secretary and Treasurer shall be elected at an ACM. In principle, the election of new members shall be evenly spread across two years, to allow for continuity within the committee. Nominations of candidates for election at the ACM shall be made to the Secretary in writing supported by the signatures of two full individual members of British Canoeing and must reach the Secretary not less than 30 days prior to the ACM.

All appointed voting members will be appointed based on competency. The appointment process will follow an open request for applications and formal selection process¹. Member appointments shall be approved by the committee. In addition to the above elected members of the committee up to two co-opted members may be invited onto the committee, co-opted members will not have a vote.

All members shall be full individual members or club associate members of British Canoeing.

6. Meetings

The committee will meet at least four times a year. Ideally the dates should be arranged at least 56 days in advance and papers circulated at least 7 days prior to the meeting.

The committee shall keep minutes of the business and decisions of their meetings, and these shall be shared with all committee members within 28 days of the meeting and copies placed on relevant websites.

At least four members of the committee, one of whom shall be an elected member, are required to be present at the meeting to achieve quorum.

7. Voting rights of the Committee

Matters will usually be determined by consensus, but where voting is required this will be undertaken by the eligible voting membership. Matters that require decision between meetings may use digital means.

¹ For some appointed roles, this process is outlined.

TERMS OF REFERENCE

BRITISH CANOEING NORTH WEST REGIONAL DEVELOPMENT TEAM

8. Reporting

The Chair of the BC NW RDT will submit an annual report and accounts to the Board of British Canoeing, that include the activity of its sub committees.

9. Financial management arrangements

The Treasurer shall be responsible for the financial management of the committee. The funds will be held within the British Canoeing finance systems, on behalf of the committee.

The committee will present budgets, accounts and present annual statements as required by the Board or the executive office, as appropriate. The financial year is November 1st to October 31st.

The committees annual accounts will be made available each year as part of British Canoeing's annual external audit.

10. Sub committees

The Committee has the powers to create sub committees and are responsible for the operation of these. Any subcommittee shall be accountable to the BC NW RDT, which in turn are accountable to the Board.

Any sub committees shall have published terms of reference, follow British Canoeing's policies and procedures and any separate financial requirements be held within the British Canoeing financial systems and be subject each year to British Canoeing's annual external audit.

11. Annual Consultative Meeting (ACM)

The Chair shall call a Consultative Meeting in the Autumn each year.

The Committee shall provide at least 90 days' notice of the date and time, with a call for agenda items and nominations for elected member positions, this shall be communicated by the best practical means to as many club, centres and members as possible.

Voting members are able to request items for the agenda. If an agenda item request is made by at least two voting members at least 45 days before the date of the meeting, the agenda item shall be included within the agenda. Any request should be made by email or in writing to the Chair or Secretary.

The Committee shall provide the agenda and any meeting papers 21 days before the date of the meeting, this shall be communicated by the best practical means to as many club, centres and members as possible.

The meeting is open to all members of British Canoeing and members of affiliated clubs or centres within the region or who live or operate in the region.

Voting members are defined as individual members of British Canoeing (on the water and on the bank), who are: members of affiliated clubs within the region, members of affiliated centres within the region, who live within the region or who operate within the region.

TERMS OF REFERENCE

BRITISH CANOEING NORTH WEST REGIONAL DEVELOPMENT TEAM

Members of affiliated clubs or members of affiliated centres, should be able to prove that they are individual members of the affiliated club or the affiliated centre to the RDT, if requested.

Voting shall be by a show of hands unless two voting members present request a poll. Voting members may be asked to provide proof of membership at the meeting.

No proxy or postal votes can be accepted.

The purpose of the meeting shall be:

- i.) To receive from the Chair, or the appropriate committee officer, a brief annual report of the activities of the committee since the previous ACM, presentation of the regional plan, together with a summary statement of accounts.
- ii.) To consult with members, clubs and centres on their views and advice on activity within the region.
- iii.) Elect the officers and members of the BC NW RDT with immediate effect.
- iv.) Welcome the appointed members.

The quorum for an ACM shall be eight voting members. Any informal views expressed on urgent matters in the absence of a quorum shall be transmitted to the Chair who may refer them to the BC NW RDT, RDTCG or Board for consideration.

At the meeting, the Chair or the Vice Chair shall preside. In the event that the Chair or Vice Chair are known to be unable to attend (or in the event of their unannounced absence), the meeting shall not start for half an hour, after which the committee shall choose a voting member present to preside.

12. Winding up

If the committee be required to be 'wound up' for whatever reason, the Board will appoint a new committee temporarily, who will call an extra ordinary consultative meeting, where a new committee will be elected.

The funds and assets of a 'wound up' committee will transfer to the control of the Board or the executive office, as appropriate until a formal committee is re-formed.

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