

TERMS OF REFERENCE REGIONAL DEVELOPMENT TEAM CHAIRS GROUP

1. The Purpose

The Purpose of the Regional Development Team Chairs Group is to be a consultative body that helps drive new developments.

[The Regional Development Team Chairs Group is an English committee dealing with English regional matters.]

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 regional development team's action plans
- ii. Provide a formal mechanism for sharing updates between British Canoeing executive officers and the Regional Development Team Chairs and vice versa.
- iii. Improving communication between British Canoeing executive officers and Regional Development Teams.
- iv. Facilitating the sharing of good practice and encourage collaboration between Regional Development Teams.
- v. Agreeing common areas of work and priority areas for office support, through establishing commonalities and approaches to joint working.

3. Accountability

The Regional Development Team Chairs Group is accountable to the Board of British Canoeing.

4. Compliance with British Canoeing policies and procedures

The Regional Development Team 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 Regional Development Team .
- ii. The CEO of British Canoeing
- iii. Head of Strategy and Development
- iv. Other staff within British Canoeing as required

The Group shall appoint a Chair and a Vice Chair who shall be current or a former Chair of a Regional Development Team. In principle the Chair and Vice Chair shall serve for a maximum of two term of two years, equating to four years. Where possible the end of terms for the Chair and Vice Chair shall fall in alternate years.

6. Voting rights

The Group is not set up as a decision making body, but where voting is required each region will have one vote.

7. Meetings

The Regional Development Team Chairs Group will typically meet twice a year, but may meet more regularly if required.

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

The minutes 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 Discipline Chairs Group.

8. Reporting

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

DATE: Agreed by the RDT Chairs Group on 8 September 2018

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Appendix**List of recognised English regions**

1. Cumbria
2. North East
3. North West
4. Yorkshire and Humberside
5. West Midlands
6. East Midlands
7. Eastern
8. South West
9. Southern
10. London
11. South East