

## **TERMS OF REFERENCE**

### **BRITISH CANOEING SOUTH EAST REGIONAL DEVELOPMENT TEAM**

#### **1. Purpose**

The British Canoeing South East Regional Development Team shall, where appropriate involve itself in all matters relating to the development of the sport and recreation of Paddlesport within the South East of England, comprising of Surrey, Sussex and Kent.

#### **2. Responsibilities of the committee**

The responsibilities of the South East Regional Development Team are to:

- To develop an integrated approach to development in the region through good communication channels with key volunteers and British Canoeing staff.
- 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:
  - Coaching and leadership
  - Waterways and environment
  - Safety management
  - Clubs and centres
  - Volunteer development and recognition
  - Paddle-Ability
  - Support of entry level discipline events and/or competitions
- To provide a mechanism for receiving and taking appropriate action in resolving regional disputes and complaints.
- To seek out and then represent the views of members, clubs and centres within their regions at a national level via the Regional Development Team Chairs Group, at the AGM or directly to the executive office or Board.
- The chair or representative is responsible for sharing the views from the region at the RDT Chairs Group meetings.

#### **3. Accountability**

The South East Regional Development Team is accountable to the Board of British Canoeing, through approval of Terms of Reference, appointed members, development plans and budgets.

*The South East Regional Development Team 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 South East Regional Development Team will recognise and adhere to the policies and procedures of British Canoeing.

## 5. Membership and composition of the Committee

The voting membership of the South East Regional Development Team shall comprise the following elected officer positions:

1. Chair
2. Vice Chair
3. Secretary
4. Treasurer

The following essential appointed positions:

5. Regional Waterways Advisors (A)
6. Regional Coaching Representative (A)
7. Regional Safety Advisor (A)
8. Regional Communication Officer (A)

Other additional appointed members (A) who may take responsibility for some or all of the following functions:

9. Regional Paddle-Ability
10. Regional discipline activities
11. Youth and schools
12. Volunteer support and recognition
13. Regional disputes and legal
14. Events, trails and tours

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/appointment at alternate Annual Consultative Meetings.

In principle, members are able to serve for a maximum of four terms of two years, equating to eight years in one particular role. *Placing limits on terms is considered good practice.*

The chair, vice chair, secretary and treasurer [and any other elected positions] shall be elected at an Annual Consultative Meeting.

In principle, the election and appointment of new members shall be evenly spread across two years, to allow for continuity within the committee.

Appointed members (A) will be appointed based on competency. The appointment process will follow an open request for applications and formal selection process<sup>1</sup>. Appointed members shall be approved by the committee.

In principle, nominations of candidates for election at the Annual Consultative Meeting 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 Annual Consultative Meeting.

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<sup>1</sup> For some technical roles like RCR and RWA this process is outlined

[In addition 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 or club associate members of British Canoeing.

## **6. Meetings**

The committee will meet at least three times a year. Ideally the dates should be arranged at least two months in advance and papers circulated at least one week 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 a month of the meeting and copies placed on the relevant websites.

At least four members, 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.

## **8. Reporting**

The chair of the South East Regional Development Team 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 annual statements as required by the Board or the executive office, as appropriate. The financial year for all committees is November 1<sup>st</sup> to October 31<sup>st</sup>.

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 Regional Development Team, which in turn be accountable to the Board.

Any subcommittee 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, including being 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 of each year.

The committee shall provide at least 90 days' notice of the date and time, with a call for agenda items, 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 the request is made by at least two voting members, at least 45 days before the date of the meeting. 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:

- i) Individual members of British Canoeing (On the water and On the bank), who are members of affiliated clubs or centres within the region or who live or who operate within the region.
- ii) Registered<sup>2</sup> members of affiliated clubs or centers within the region. *[Registered in this instance means that if requested an officer from the club or center can prove the members legitimate club or centre membership to the South East RDT]*

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 last annual consultative meeting, 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.) to elect the officers and members of the South East RDT with immediate effect.
- iv.) to welcome the appointed members

The quorum for an annual consultative meeting 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 South East Regional Development team, Regional Development Team Chairs Group or Board for consideration.

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<sup>2</sup> Note this has been added to provide clarity for RDTs

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. If a committee is wound 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.

DATE: Approved by SE RDT 8 January 2019

**END**