



CLUB STAKEHOLDER ADVISORY GROUP

TERMS OF REFERENCE

1. PURPOSE / OBJECTIVES

1.1 With over 1500 clubs registered with British Gymnastics throughout the UK playing a major role in the delivery of gymnastics at a community level and in some cases producing our high-performance athletes, it is appropriate to establish a Club Stakeholder Advisory Group (CSAG) that can have input into Board strategic decisions that will have impact on clubs at all levels.

1.2 The objectives of the CSAG are:

1.2.1 General Objective

- To provide advice and guidance to the Board on key club related matters at a strategic level.

1.2.2 Specific Objectives

- To provide insight and ensure the club perspective is brought into any strategic decision by the Board that might have a major effect on club business
- To provide an opportunity for the CSAG to discuss and recommend any major activity that would benefit clubs and the strategic priorities of British Gymnastics.
- To ensure that the allocation of BG resources both human and financial are delivered in a manner that has the most impact and benefit and provides the least risk to the clubs
- To support the Board by serving as an advocate and “critical friend” and provide constructive comment and challenge on all Board matters relating to clubs.
- To report at Board meetings, the minutes of each meeting and any recommendations made.

2. COMPOSITION OF THE CSAG

2.1 The CSAG will have the following membership:

- Chair (NED)
- Ten (10) appointed members
- One Executive Director

2.2 Ten members of the CSAG will be appointed by the Board following an application and interview process by the Executive who will assess the suitability of the candidates against an agreed skill set. The composition of these ten members will be reflective of the gymnastics club community and that they can provide guidance on club matters.

As part of their commitment to the BG Equality standards, the Board values diversity of views and contributions and wishes to ensure that membership of the CSAG represents the whole gymnastics community. There should be a no fewer than 30% female members and 30% male members and recruitment to the CSAG should actively encourage BAME and LGBT members to apply.

2.3 Members of the Board that will be part of this committee will be:

- NED who will chair the CSAG
- Executive Director as a connection to the business

2.4 The term of office for the members of the CSAG will be two years with the appointments made in March of every second year commencing in 2019 (approved appointments in first instance will be June 2019). All members can be re-appointed after a two year term.

2.5 Except for the Executive Director appointed by the Board to the CSAG, no members of British Gymnastics staff can be named as any of the ten appointed members.

3. MEETINGS

3.1 The CSAG will meet at least twice a year face to face and connect by other forms of communication when required.

3.2 The dates for meetings are to be set by the Chair of the CSAG after consultation with the members of the group.

3.3 The meeting agenda will follow a set format outlined below in these Terms of Reference and will be distributed by the CSAG Chair by e-mail at least two weeks prior to each meeting.

3.4 The quorum for meetings to take place is 5 and must have at least three appointed members.

3.5 In the absence of the Chair, another member of the CSAG can be appointed by the Chair to assume this role. This temporary arrangement shall pertain only for the duration of the meeting.

4. AGENDA

4.1 Standing agenda items are:

British Gymnastics strategy

4.1.2 Projects and Investment Programs related to club activity

4.1.3 Customer Satisfaction Surveys

4.1.4 National Development Program and supporting events

4.1.5 Membership and Insurance

4.1.6 Any other business

4.2 Minutes of the meeting are to be circulated within one month, including a separate list of Action Points and a timeframe and clarity of who is responsible.

5. REMUNERATION

5.1 All meeting and travel expenses for the members of the CSAG will be met by BG.

5.2 CSAG Members will receive a remuneration of £250 per day for their services.

6. CHANGES TO THE TERMS OF REFERENCE

6.1 The CSAG reserves the right to review these Terms of Reference at any time and recommend changes to the BG Board of Directors.