**Sports Club Executive Committee: Terms of Reference**

**Purpose**

The Sports Club Executive Committee (“Club Executive”) will assist the UB Sport team by representing student voice, advising and making recommendations on the delivery of Sports Club activities as well as taking on specific roles as outlined in this Terms of Reference. The Club Executive represents a primary route for student consultation. The mission of the club exec will be aligned to that of UB sport focusing on creating an inclusive, safe and performing sports offering for students.

**Roles and Responsibilities**

* To represent students and provide advice and counsel to the Club Development team and the Sports Officer on matters relating to the effective delivery of Sport Clubs activities, e.g. by attending termly Sports Forums and committee role-specific community of practice sessions
* Provide support including for events, e.g. Sports Awards and Super Series
* Advisory and decision-making roles as part of:
	+ Sports Awards criteria and awards panel
	+ Sport Access Fund panel
	+ Disciplinary panel (as required)
* Sports projects, e.g. campaigns, sportswear procurement
* Represent Sports Clubs at University events such as Open Days, where possible

**Membership**

The Club Executive will consist of:

* Sports Officer, who will be Chair of the Club Executive
* 4-6 elected members representing the diversity of student Sports Clubs
	+ No more than one representative per club will be appointed
* A minimum of one representative of the Club Development team, one of which will act as secretary to the Club Executive
* A representative of Sport & Fitness Senior Management Team, as appropriate

Only members of the Club Executive have the right to attend Club Executive meetings. However, other non-members may be invited by the Club Executive Chair or UB sport staff to attend all or part of any meeting as and when appropriate and necessary.

**Training & Development**

The Club Executive shall be provided with appropriate and timely training, both in the form of an induction programme for new members and continuing professional development for all members.

**Tenure**

The Chair shall be the Sports Officer, who shall hold the position for as long as they are in their post of Sports Officer.

Elected members will hold their position for one year. After completion of their initial term they may stand for re-election for one further year.

**Conflicts of Interest**

Club Executive Members are required to declare any conflicts or potential conflicts in relation to the business of the meetings, with awareness given to where their Sport Club could be affected.

**Meetings**

Meetings of the Club Executive will normally take place monthly during term time, with additional meetings scheduled on a demand-led basis as agreed between Club Executive Members and the Chair.

If the Club Executive Chair is unable to attend or is not present within 15 minutes of the start of a meeting, the meeting shall elect a Club Executive Chair for the duration of the meeting.

The Secretary will record all minutes of meetings, actions, decisions made and suggested changes to policy and procedures on behalf of the Club Executive. This will be within seven days of the meeting.

**Review and Reporting**

The Terms of Reference will be reviewed annually by the Chair and Club Development team.

The Club Executive Chair will report to the UB Sport Senior Management Team following each meeting on all matters within its duties and responsibilities. The Club Executive shall advise and make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

Club Executive meeting minutes will be made available for all Sports Club members.