



**British
Elite
Athletes
Association**

TERMS OF REFERENCE, BOARD

www.britisheliteathletes.org

With you.



TERMS OF REFERENCE, BOARD

Purpose & Role

The purpose of The Board is to:


- Set the organisation's vision, values and standards in consultation with the member organisations.
- Set the organisation's strategic aims, ensure that the necessary financial and human resources are in place for the organisation to meet its objectives, and review management performance.
- Provide entrepreneurial leadership of the organisation within a framework of prudent and effective controls which enable risk to be assessed and managed.
- Constructively challenge corporate decision making

Objectives

The objectives of The Board are to:

- develop proposals on strategy in consultation with the member organisations
- scrutinise the performance of the executive director in meeting agreed goals and objectives and monitor the reporting of performance.
- scrutinise the integrity of financial information
- put in place financial controls and systems of risk management that are robust and defensible.
- appoint and where necessary, remove directors and ensure that appropriate succession plans are in place.

Board Composition

- The Board will be composed of up to ten members.
 - Non-Executive Directors on the Board will be up to 10 individuals appointed as Independent Non-Executive Directors. One of these individuals will be appointed as Chair of the company, and another will be appointed as Senior Independent Director. A minimum of three individuals must be either a current or retired World Class Programme Athlete.
 - The Chief Executive of the company sits on the Board of the company in an ex-officio capacity.
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Board Skills Matrix

All Board members will provide skills, experience and knowledge which contribute to meeting the current Board Skills Matrix, which consists of skills including:

- Corporate governance
- Management and leadership
- Structures, controls and sports politics
- Organisational development
- Equality and Diversity

In addition, independent directors will provide skills, experience, and knowledge in at least one of the following areas:

- Education and training
- Finance and accounting
- Human resource management
- Marketing, communication and business development
- Sport ethics and welfare

The Nominations Committee will be responsible for recruitment to the Board and for ensuring that the Board Skills Matrix is reviewed on an annual basis.

Board Sub-Committees

Directors may be appointed to Board sub-committees depending on their skills and experience. These committees meet quarterly, or as required, and update the Board on progress made, or make recommendations to the Board, as per the agreed delegated authority.

The Board sub-committees are:

- Audit and Risk Committee
- Nominations Committee

Safeguarding and Equality

The Board will nominate one director to hold the position of Safeguarding Champion and another director to hold the position of Equality Champion. These individuals are responsible for ensuring that safeguarding and equality are considered by the Board in all discussion, debate, and decision-making.

Board Effectiveness

A Board evaluation will be undertaken on an annual basis so that directors may provide anonymous feedback on the performance of the Board and suggest improvements which could be made. The Chair of the company will review the performance of each director on an annual basis and will meet with each director individually.





At least every fourth year an independently facilitated Board evaluation will be undertaken.

Time Commitment

The Board will meet four times each year. Directors are expected to attend all meetings. If a director fails to attend three consecutive meetings, the Board may revoke the appointment unless such absence is authorised by the Board.

Term

Directors will be eligible for appointment for a maximum of two terms of four years. Appointments will be staggered, to ensure the long-term stability of the Board.

Remuneration

The independent Chair of the Board is paid. Other members of the Board serve as volunteers, with a remuneration of £213.00 per board meeting, up to a maximum of four per year, plus reasonable travel expenses to attend meetings. Members may, however, be reimbursed for expenses incurred as a result of carrying out duties of the Board provided that such expenditures have been pre-approved by the Chair.

Experts and Invited Guests

The Board may from time to time require staff, experts, or other representatives to attend meetings as presenters, advisors or observers. The Chair will approve such invitations in advance.

Last review (date)	March 2023
Reviewed by (name)	Board
Next review and approval due (date)	March 2025

