

Considerations applying to all Committees:

1. Definition of 'Committee'

It should be noted that the word 'Committee' used in the following covers all bodies subordinate to the BF Board which may be known by other names (for example 'Working Groups') or which, through general usage, have come to be known by other names. Thus although another term may be used in some Terms of Reference and Constitutions, the body referred to has the same standing as a Committee.

2. Authority of the British Fencing Board

The BF Board is the executive authority with ultimate responsibility for every aspect of the sport within the jurisdiction of BF. The duties, Constitution and powers of the BF Board are laid down in the BF Articles: the relationship between Directors and Committees is laid down in Article 43.

The BF Board has the power to terminate the appointment of any officer or member of a Committee by majority vote.

The Board director with a specific strategic portfolio (which covers a committee) and the Chief Executive (CEO) are automatically ex-officio members of all committees, with the exception of the Audit Committee.

The BF Board will examine the composition of each Committee annually, and reserves the right to require such changes among Officers, members and Selectors as it may reasonably consider will benefit the work of the Committee and of BF.

3. Composition of Committees:

Unless otherwise stated, the Chair (and Vice-Chair where applicable) of each committee will be appointed by open recruitment by a panel consisting of 2 Directors of the BF Board and the Chief Executive.

Unless otherwise stated, the members of each committee will be appointed by open recruitment by a panel consisting of the Committee Chair, (and Vice-Chair where applicable) and the Chief Executive.

Committees may appoint a secretary (non-voting) to record minutes and any correspondence between meetings. If a secretary is not appointed, a formal record must be maintained by one of the Committee members.

Committees may invite up to 3 persons to join the committee either temporarily or permanently to advise, subject to the various conditions laid down. However, any proposed changes to the voting composition of the Committee must be agreed by the Board.

Board directors, staff and consultants of British Fencing may attend meetings of committees but shall not hold a voting position.

The fencing background and the number of members of a Committee shall be consistent with carrying out the responsibilities of the Committee and the Committee shall ensure that as far as possible there is a fair balance between the various interests which will be affected by the work of the Committee.

Committees may have no more than 2 of their members as non BF members unless approved by the Board

Committees should seriously consider meeting, at least once a year, at a location and/or time which will enable distant members(s) to attend, for instance during a weekend or in combination with a fencing event.

4. Committee Chairs:

A Chair of a Committee is responsible to the BF Board for the work of his/her Committee, and for reporting to the BF Board as and when required.

Chairs of Committees are expected to submit to BF CEO a written report on the work of their Committee during the previous year in time for publication in the BF Annual Report.

Chairs of Committees are normally required to attend the AGM and Conference and may be required on these occasions to explain or present to the members the work, problems, objectives and policies of their Committee.

Chairs of Committees must ensure that agendas and minutes are issued for each Committee meeting, in good time, and a copy sent to BF Head Office.

The BF Board recognises that from time to time circumstances arise in which the Chair of a Committee must take a decision on his or her own initiative. Chairs should consult as best possible with as many members of the Committee as possible, ensuring all members are given the opportunity to respond (eg. by e-mail) before making such a decision. Decisions taken in this way must be reported to the whole committee and formally minuted at the next meeting.

5. Removal or Retirement of Committee members

A committee member may resign his office by notice in writing to the CEO at any time.

A committee member may be removed if:

1. They have for more than three consecutive meetings been absent without the permission of the Committee
2. The Committee have not received correspondence from them for a period of 3 months and the Committee resolve that his office be vacated
3. It is requested by all members of the Committee in writing to the CEO.

Decisions on the appointment and removal of committee members rest with the Board of British Fencing through the CEO.

6. Co-operation between Committees and Directors

Committees are expected to co-operate with any Director(s) given a "portfolio" over their area of responsibility, and to keep such Directors in touch with their proceedings.

7. Finances

If a Committee wishes to receive funds in any year it must submit a detailed budget using the agreed template (available from BF Head Office) by January 31st.

Committee Chairs, who wish to reimburse the travel expenses of members of their Committee, must include in their annual budget details of the reimbursement required. The conditions governing the payment of travel expenses will be according to the Volunteer Expenses Policy in place from time to time, or any such policy that replaces it.

8. Confidentiality

The person acting as Chair of a meeting of a Committee shall advise those present during the meeting which matters under discussion are to be treated as confidential, and these should be noted in the minutes. Committee Chairs are expected to draw the obligation to keep these matters confidential to the attention of all members at least once a year, and to remind members who leave the committee that this obligation remains.

Everyone who belongs to a Committee has, by agreeing to serve, implicitly agreed to honour this obligation, and not to disclose confidential matters to anyone who is not a member of the Committee unless the other person needs to know in order to further the business of BF.

9. Conflict of Interest

Each Committee shall place as an agenda item at every meeting conflict of interest which the members shall declare and be minuted. Each Committee will manage conflict of interests according to the BF Conflict of Interest policy.

9. Safety and Discipline:

Any Committees that organise competitions, camps, trips or similar activities must ensure the proper discharge of the obligations of BF in respect of the safety of fencers and spectators, and for the enforcement of discipline (Codes of Conduct), of the Rules for Competitions and of the Guidelines on Safety in Fencing (available from BF Head Office).