

BF STANDING COMMITTEES - TERMS OF REFERENCE

Last Updated: 21st September 2021

Last Approved by Board: 23rd November 2021

1. INTRODUCTION

BF Standing Committees are permanent committees with special responsibilities and duties for the sport and to advise the Board and CEO.

This document lays out the common basis of terms of reference for all Standing Committees.

2. DELEGATED AUTHORITY

The British Fencing 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 Board are laid down in BF's Articles: the relationship between Directors and Committees is laid down in Article 44, which states:

“The Directors may from time to time constitute, establish or appoint Committees as they think fit, and may delegate any of their powers to any such Committee, and from time to time revoke any such delegation and discharge any such Committee wholly or in part. Any Committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may from time to time be imposed upon it by the Directors.”

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

3. COMPOSITION

The composition of a Standing Committee must take into account the following:

- The skills required to appropriately discharge the duty of the Standing Committee
- Equality & Diversity objectives
- Independence

Standing Committees should ideally have at least one Board Director as a member. The Board Member will be nominated in discussion with the Chair of the Committee and the Chair of the Board (to be noted by NomCom). The Board may instead choose to nominate the BF President rather than a Board Director depending on the role of the Standing Committee.

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

The Nominations Committee will note changes to membership of Standing Committee and be responsible for managing any concerns with the Chair of the Standing Committee.

The appointment of the Chair of the Standing Committee will either be

- a) Appointed and approved by the Board following the recommendation of the BF Nominations Committee, or
- b) Proposed by the members of the Committee and approved by the BF Nominations Committee.

Where possible the CEO will appoint a member of his/her team to support the management and administration of each Standing Committee. They may attend the meetings.

The composition of the Committee will be published on the BF website.

The diversity metrics of the Committee will be published on the BF website.

4. REPORTING

Standing Committees report to the Board.

The minimum reporting requirements are

- Annually, present a report on activities and progress in writing to the Board.
- Annually, provide a summary report on activities and progress to members to be published in the BF Annual Report.

The Chair of the Committee is responsible for Standing Committee reporting.

Minutes of Standing Committee meetings are circulated to the Board via headoffice@britishfencing.com.

Requests for Board decisions can be presented either:

- a) Via the assigned Board Director or President (the Board may request the Chair of the Committee to attend the appropriate Board meeting in person), or
- b) Via one of the Board Sub-Committees, as agreed with that sub-committee.

The Chair of the Committee is also able to attend Board meetings to report on the work of the Standing Committee.

Any Board member may attend any Standing Committee meeting as an observer, by prior arrangement with the Chair of that Committee and subject to approval by the Chair of the Board.

5. DATA SECURITY, DATA PROTECTION & CONFIDENTIALITY

All Committee Chairs and members must follow British Fencing guidelines on data protection, confidentiality and conflict of interest.

Committee members are responsible for the safe storage and handling of all confidential and personal data in relation to the work of the Committee.

Unless an exemption applies, email communications (between Committee members discharging their duties) containing personal data fall under the scope of Data Access Requests and must be made available on request to BF.

All Standing Committee members must adhere to the BF Volunteer Data Protection Agreement.

Each Standing Committee will be provided with a BF Dropbox Folder for sharing members to share files relating to the work of the Committee. This folder must not be shared outside of the Committee members and the assigned administrative member(s) of the BF executive team.

Depending on the role of the Committee, Standing Committee members may be supplied with British Fencing email address, which must be used for all Committee business.

Standing Committee members must make all reasonable efforts to ensure that the use and exchange of all personal data is minimised and all personal data treated in accordance with relevant BF policies and UK GDPR.

6. ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Committee will be approved by the Board and published on the BF website. These are subject to review by the Standing Committee every 4 years and any changes recommended to the Board via the Nominations Committee.

7. FREQUENCY OF MEETINGS

Standing Committees will meet when appropriate to discharge their responsibilities. At a minimum each Standing Committee must meet annually.

The dates of the meeting are to be published on the BF website.

*British Fencing, 1 Baron's Gate, 33 Rothschild Rd., London W4 5HT
A company limited by guarantee no 1917099.
Registered in England & Wales. VAT registration 226658348*