



Terms of Reference (ToR) Operations Committee

1. CONTEXT

British Disability Fencing (BDF) identified the need to formalise a working group, recognising the support of those in the operational day-to-day running of the National Governing Body whilst enabling a clear and appropriate structure.

2. PURPOSE

The Operations Committee (Working group) has been created to promote and deliver integrated and collaborative working across activities delivered by BDF. By providing the platform of the Committee it is hoped that this will improve quality and performance, ultimately providing a better service for members and those wishing to take part in fencing at all levels.

3. OBJECTIVES

The Committee will:

- Support and advise the Operations Director in the day-to-day delivery of the BDF
- Provide delivery of key areas of work
- Provide recommendations on proposals to the Board, and support final decision making.
- Provide a level of oversight to support development of the sport
- Seek to gain funding and save money
- Support the development of the BDF through effective communication and engagement with partners
- Ensure all work areas fit within the Objects of BDF, Goals and Ambitions.

4. WORK PLAN

Activities of the group span all areas of operational delivery of BDF. Whilst no restriction is placed on those areas, suitability of individuals assigned to specific areas of work is at the discretion of the Operations Director. The members may represent, but are not limited to the following areas:

- Welfare & Safeguarding
- Community Engagement
- Social Media & Website
- Fundraising
- Equality, Diversity & Inclusion
- Finance
- Sports Development
- Marketing
- HR
- Event Management
- Logistics, Equipment & Storage

5. MEETING ARRANGEMENTS AND MEMBERSHIP

The Committee will meet on an ad hoc basis but work together regularly. They will meet no less than once annually. Membership is overseen by the Operations Director and where necessary the Board from interested parties.

6. GOVERNANCE

The Operations Director will represent the Committee at Board level. Final decisions in relation to the work of the Committee will be made by the Board.