

## **Weapon Steering Group - Chair Terms of Reference**

### **Role Title:**

Chair – [Weapon] Steering Group (e.g., Épée, Foil, Sabre)

### **Purpose of the Role:**

To provide leadership and direction to the Weapon Steering Group, ensuring effective governance, coordination, and alignment with the British Fencing strategy. The Chair ensures that all voices within the group are heard, decisions are made collaboratively, and activities are delivered efficiently, fairly, and in the best interest of the weapon's development.

### **Key Responsibilities:**

- 1. Leadership & Governance**
  - Lead the strategic direction of the Weapon Steering Group.
  - Chair all meetings, setting a collaborative and inclusive tone.
  - Ensure effective decision-making processes, with clear documentation of outcomes and action points.
- 2. Coordination & Oversight**
  - Work with each SME (Coaching, Refereeing, Safeguarding, Selection, Competitions, Athlete) to align plans and monitor progress.
  - Ensure timely follow-up on agreed actions and deliverables.
  - Support risk management, especially around safeguarding and conflict of interest.
- 3. Representation & Advocacy**
  - Act as the primary liaison between the Weapon Steering Group and the national governing body or wider fencing leadership.
  - Represent the interests of the weapon community at national forums and meetings.
  - Advocate for balanced development across grassroots, performance, and officiating.
- 4. Communication**
  - Ensure timely, accurate communication between the steering group and its stakeholders (athletes, coaches, parents, clubs, etc.).
  - Oversee publication of key policies, updates, and decisions.
  - Promote transparency, openness, and accountability.
- 5. Facilitating Inclusion and Diversity**
  - Promote a culture of respect, inclusion, and diversity within the group.
  - Ensure fair representation of gender, region, age, and background where possible.

### **Term Length:**

2–3 years, renewable once (subject to review and approval by British Fencing).

### **Time Commitment:**

Approximately 4–6 hours per month, with peaks around meetings, events, or selection periods.

**Person Specification:**

- Strong leadership and organisational skills.
- Experience in strategic or committee-based roles (within or outside fencing).
- Excellent communication and facilitation skills.
- Impartial, fair, and able to manage conflict constructively.
- Committed to the development of the sport and upholding ethical standards.

**Reporting & Accountability:**

- Reports to: Head of Talent
- Accountable to the fencing community served by the group and the relevant oversight body.