



Committee Structure & Nominations 2023

Background



Our committees are one of the most important aspects of our organisational governance structure and support our professional staff with the operation and delivery of our sport. Our new committees will allow us to better support all aspects of our sport and our New Strategy. For our existing committees, it is 'business as usual' and they will continue to operate as they have done successfully for some time.

Terms of Reference for each committee are being finalised and will be published with the AGM papers w/c 5th October 2023. In the meantime, this paper summarises the key functions of each committee.

All committees will collaborate and work together as one team. Cross-representation is expected between some committees. Our intention is for the new structure to create opportunities for more people to get involved in and support our sport.

WE NEED YOU!!

We welcome expressions of interest from across our membership. At the 2022 AGM provisions were made to allow remote meetings – we hope this will encourage our members from outside Greater Belfast to join our committees and have their voices heard.



Background



No elections?

Given this is the first year for the creation and operation of the new committees, the Board are proposing that we do not impose a formal election process. We are keen to involve as many people as are willing in our committee structure.

The election process and committee structure can be adapted easily in the future should the Board, Staff and Committee members feel that is necessary and appropriate.

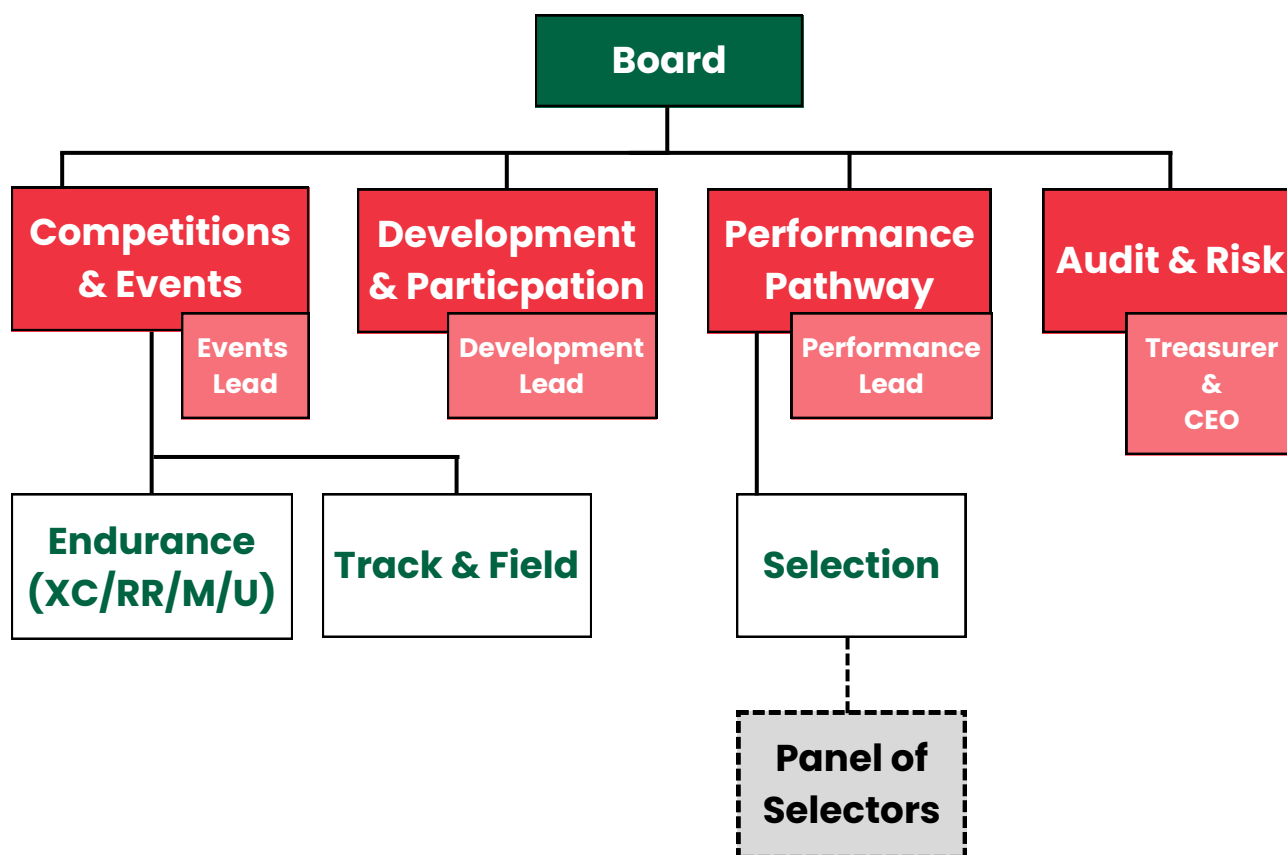
Nominations process explained

The process to appoint individuals to the committees this year will be:

- members self-nominate by way of submitting an expression of interest identifying which committee(s) they feel they could support; (Expression of interest details "How To" in Appendix 1)
- the Board will consider all nominations and will endeavour to assign individuals to the sub-committees in a manner that will best utilise the skills of all nominees. In exceptional circumstances (e.g. oversubscription for one committee and few for another) the Board may ask individuals to take an alternative role on a different committee;
- the Committees will be confirmed and formally appointed by the Board at the AGM.
- each Committee will elect their Chairperson at their first meeting following the AGM. Ideally Chairs will hold relevant experience.



New Committee Structure



Notes:

1. All committees will work as one team and collaborate together. Cross-representation is expected between some committees.
2. Schools, Masters, Ultra and Mountain Running are currently stand-alone entities but all are invited to participate with our committees.
3. Competition & Events members to include (but not limited to) Chairs of Endurance and T&F Committees as well as representatives of Masters, Ultra, Mountain and Schools.
4. Development & Participation members to include (but not limited to): Schools, Parkrun, Chair of Coaching & Officials, Run NI, Universities.
5. Performance Pathway members to include (but not limited to): Athlete Rep, Para-Athlete Rep, Statistician, Chair of Selection.
6. Coaching & Officials committees will be added under Development & Participation once other committees are established and operational.
7. Panel of Selectors is not a committee.



1. COMPETITIONS & EVENTS COMMITTEE

This committee will work closely with the Audit & Risk, Endurance and Track and Field committees in particular.

Function: A high level of oversight of all of Athletics NI competitions ensuring they contribute to our strategic aims and are financially sustainable. Responsible for the overall planning, delivery and management of Competition & Events by Athletics NI. It shall work in conjunction with the Track & Field Committee and the Endurance Committee to create a consistent and transparent approach to all Athletics NI competitions and events.

The responsibilities of the Competition & Events Committee will include:

- Establishing a calendar of events each year across all disciplines of athletics in conjunction with the Endurance committee, Track & Field committee and competition providers, including Athletics Ireland and Ulster Athletic Council.
- Liaising with the Track & Field Committee to ensure all competitions/events have the necessary qualified Officials in place.
- Undertaking an annual review of Athletics NI's approach to competition & events to ensure it meets the needs of all stakeholders, including athletes/participants, officials/ coaches and volunteers.
- Working with the Audit & Risk Committee and all other Athletics NI committees to prepare an appropriate budget for each competition/event, and ensuring each event budget is adhered to;
- Undertaking financial reviews following each competition/event and delivery of financial reports to the Board/Audit & Risk Committee.





2. ENDURANCE COMMITTEE – Formerly XC/RR Committee

Function: The role of this committee is largely unchanged. The Endurance Committee will be responsible for the delivery of endurance events by Athletics NI including but not limited to: road, cross-country, mountain, hill and ultra running. It shall administer an operating budget determined by the Board in consultation with the Competition & Events Committee, the Audit & Risk Committee and the CEO of Athletics NI.

The responsibilities of the Endurance Committee will include:

- Establishing a calendar of events each year in conjunction with the Competition & Events Committee and competition providers, including Athletics Ireland and Ulster Athletic Council.
- The planning, management and delivery of all endurance events promoted by Athletics NI.
- Advising on Endurance event development.
- Working with the Audit & Risk Committee to ensure each event budget is adhered to.
- Undertaking financial reviews following each event and delivery of financial reports to the Board/Audit & Risk Committee.
- Support Athletics NI staff members and the Selection Committee to develop guidelines and criteria for selection policies for endurance teams, squads and individuals for competition and training events.





3. TRACK & FIELD COMMITTEE

Function: The role of this committee is largely unchanged. The Track & Field Committee will be responsible for the delivery of track & field events by Athletics NI. It shall administer an operating budget determined by the Board in consultation with the Competition & Events Committee, the Audit & Risk Committee and the CEO of Athletics NI.

The responsibilities of the Track & Field Committee responsibilities will include:

- Establishing a calendar of events each year in conjunction with the Competition & Events Committee and competition providers, including Athletics Ireland and Ulster Athletic Council.
- The planning, management and delivery of all track & field events promoted by Athletics NI.
- Advising on track & field event development.
- Working with the Audit & Risk Committee to ensure each event budget is adhered to.
- Undertaking financial reviews following each event and delivery of financial reports to the Board/Audit & Risk Committee.
- Support Athletics NI staff members and the Selection Committee to develop guidelines and criteria for selection policies for track & field teams, squads and individuals for competition and training events.





4. DEVELOPMENT & PARTICIPATION COMMITTEE

Function: The purpose of the Development & Participation Committee is to support Athletics NI in ensuring our Sport is vibrant, diverse and thriving at all levels throughout Northern Ireland. In doing so, the committee will work to ensure Athletics NI's ongoing operational delivery is in line with our strategy and the key strategic priorities of our stakeholders and funders.

The responsibilities of the Development & Participation Committee will include:

- Ensuring operational delivery in the areas of Development & Participation is adequately resourced and the needs of our members are adequately understood
- Ensuring that Development & Participation trends, evolving needs and operational context are fully understood by the Board to ensure informed decision making
- Reporting of Risk, opportunities & issues to the Board in a timely fashion so that early mitigation is possible and opportunities are maximised
- Ensuring Operational plans in the areas are well resourced and decision making on allocation of budget is based on strategic priorities, impact, future sustainability & assessment of need
- Ensuring Athletics NI financial policies and procedures are complied with for all spend





5. PERFORMANCE PATHWAY COMMITTEE

Purpose: The purpose of the Performance & Pathways Committee is to support Athletics NI in ensuring the development and improvement for all who participate in our sport in accordance with the strategic objectives of Athletics NI and our funders.

The responsibilities of the Performance & Pathways Committee will include:

- Ensure that all the performance pathways reflect the Athletics NI overall strategy, those of UKA unified strategy and fulfil their commitment to the Sport NI aims for all participants at various athletic levels and other athletics stakeholders.
- On an annual basis undertake a review of the various projects and advise the Board on how best to establish and promote high standards of delivery of all pathways and participation levels for Athletics NI.
- Assist in the development and refinement of principles, concepts and strategies that will strengthen the Performance Pathway system.
- Assist in the design of comprehensive performance pathway programmes, projects and associated plan
- Assist in the development of annual operational plans, budgets and business cases for all performance pathway programmes





6. SELECTION SUB-COMMITTEE

Purpose: The Selection Committee shall, subject to the overall authority of the Board, be responsible for the selection of all athletes, coaches and others taking part in athletic events, training and competitions. The Selection Committee will work with all other committees and staff in the selection of managers, coaches and athletes for representative honours for both competition and training trips.

It will act in an open and transparent way at all times and in line with the principles of good governance when making these selections ensuring they make a positive contribution to the strategic aims for Athletics NI.

Note: The Selection Committee members will not be responsible for selection. They will develop a pool of selectors in conjunction with our other committees and support Athletics NI staff in identifying panel members for each relevant event.

The responsibilities of the Selection Committee will include:

- Establishing a calendar of events each year for which selection will be relevant in conjunction with the Competition & Events Committee and competition providers, including Athletics Ireland and Ulster Athletics Council.
- Develop procedures for the selection of athletes, coaches, and others taking part in international competitions and training events including, where appropriate, an appeals process.
- Publish agreed criteria for each event in advance.
- Develop a process to seek nominations of athletes, coaches and officials for all trips, competitions and events funded through Athletics NI or other sources within this time frame.
- Support Athletics NI staff in the creation and management of a pool of selectors, from which appropriate selection panel members can be identified, for each of the relevant competitions/events.
- Ensure all selection panel meetings are appropriately documented.





7 AUDIT & RISK COMMITTEE

Purpose: The role of the Audit and Risk Committee is to assist the Board to fulfil its governance role through advice and recommendations by providing oversight and act as a check and balance to the monitoring of Athletics NI's financial affairs.

We welcome expressions of interest from members with a strong background in financial management, risk and/or compliance.



Example

Working Example of the operation of Competition and Events Committee

The Committee will have responsibility for an annual fixture planning workshop. For this specific task additional representatives who are not core members of the Competition & Events Committee will be required.

Background: Fixture planning can often be last minute resulting in congestion, uneven distribution of events and un-manageable administrative and officiating workloads.

Task: To overcome these operational challenges it is proposed to hold an inclusive and transparent fixture planning workshop(s). This will be the opportunity to agree dates and develop a manageable competition schedule meeting the needs of athletes, coaches, officials and facility providers.

Action: To enable this co-design process to operate invitations will be issued to all clubs, competition providers wishing to promote competitions

- Invitations to nominate attendees will be issued to:
 - a. Development and Participation Committee to send a coaching representative, officials' representative, facilities representative
 - b. Performance Subcommittee will be asked to send a representative
 - c. Track and Field Sub-committee will be asked to send a representative
 - d. Endurance Subcommittee will be asked to send a representative
 - e. Selection committee will be asked to send a representative, which will give them early sight of selection processes required during the year

Result: To agree and publish a final competition schedule each year, including dates for selections for international competitions which Athletics NI plan to send teams, with a view that only in exceptional circumstances will changes be made.

Appendix 1

How to Nominate for appointment to Sub-Committees

Appointments to the following Sub-Committees are due*:

- Audit & Risk Committee;
- Competition & Events Committee;
- Development & Participation;
- Endurance Committee;
- Performance Pathway Committee;
- Selection Committee; and
- Track & Field Committee

In order to maximise the opportunities for a diverse pool of members to participate in our committees, and participate in the governance of our sport, the Board is seeking expressions of interest from anyone wishing to support our sport and act as a member of our Sub-Committees.

We invite all willing individuals to notify the Board of their interest in being appointed to our committees, with details of their preferences for joining any particular committees, noting any skillsets that may be required.

The Board will consider all responses received and will use our best endeavours to accommodate all preferences. In order to ensure a broad and diverse membership with strength and depth of skills, we may ask individuals to accept nomination to a different committee from their preference. All individuals will be asked to accept nomination to the final committee structure proposed.

*The Board and the CEO will be considering the effectiveness and operation of the new committee structure throughout the year. Additional or alternative committees may be created from time to time as contemplated in the governance consultation document dated December 2022.

Please send your expression of interest to companysecretary@athleticsni.org by no later than **5pm on Thursday 12th October 2023**.