**Athletics NI**

**Track & Field Committee**

**Terms of Reference**

1. **General**

1.1 The Track & Field Committee is a Committee (The committee) of the Board of Athletics Northern Ireland (ANI) and shall report to the Board. The Track & Field committee shall, subject to the overall authority of the Board, be responsible for the delivery of Track & Field events by Athletics NI.

1.2 The Track & Field Committee shall work with ANI staff to 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.

1. **Purpose**

2.1 The purpose of the Committee is to support ANI in setting appropriate objectives for Track & Field events and in delivery of those.

2.2The Committee plays a key role in the development, planning and delivery of Track & Field competitions and events including the Northern Ireland Championships.

1. **Membership/Composition**

3.1 The membership of the Committee shall comprise:

3.1.1 Up to 10 registered individual members who submit and expression of interest ahead of the Annual General Meeting (AGM) and who’s nomination is confirmed at the(AGM) .

3.1.2 The Performance Pathway Manager of ANI or other relevant staff member

3.1.3 The Events, Memberships & Communications manager of ANI

3.1.4 Any other ANI staff or Board member as approved by the CEO from time to time.

3.2 In the event of a vacancy occurring in the committee, the Committee may appoint a suitable substitute who shall serve until the next AGM.

3.3 At the first meeting of the Committee held after the AGM at which the Committee has been appointed, the Committee members shall, subject to Board approval, nominate a Chair and a Secretary from within the committee membership.

3.4 The position of Chair must be held by an individual with relevant experience in leading a Committee/ organisation OR has been a member of the Committee for at least 2 years. The Committee should ensure the nominee is skilled in communication, facilitation and decision making in Track & Field event delivery.

3.5 Members of the Committee will be appointed for a period of one year, and may serve for a maximum of 8 years in aggregate on the Committee before standing down. From time to time, a member may serve longer in order to ensure an orderly transition from experienced members to new members. The position of Chair may be held by any individual for a maximum of 4 years in aggregate.

3.6 All Committee members are expected to attend all meetings of the Committee, unless they have a valid reason for being absent, such as illness, travel, or personal circumstances. Committee members should notify the Chair or the Secretary as soon as possible if they are unable to attend a meeting, and provide an explanation for their absence. If a Committee member fails to attend three consecutive meetings, or more than half of the meetings in a year, without a valid reason, the Chair may issue a written warning to the committee member, asking them to improve their attendance or resign from the Committee. If a Committee member fails to respond to the written warning, or continues to miss meetings without a valid reason, the Chair may recommend to the Board that the Committee member be removed from the Committee, subject to the Board's approval.

3.7 The Board may remove a Committee member from the Committee for repeated non-attendance, or for any other reason that the Board deems appropriate, such as misconduct, breach of confidentiality, or conflict of interest. The Board shall notify the Committee member and the Committee of the decision in writing, and explain the reasons for the removal.

1. **Meetings**

4.1 The Committee shall meet as required but not less than 5 times per year.

4.2 Not less than 7 days’ clear notice of all meetings shall be given to all members of the committee entitled to attend. Such notice, together with the agenda and relevant papers, shall be e mailed to their respective addresses as registered with ANI. Shorter notice may be given in exceptional circumstances with the consent of the majority of members of the Committee.

4.3 Meetings shall be chaired by the Chair, or in his or her absence, by a member chosen by the members present at the meeting.

4.4 The quorum at meetings of the committee will be 40% of elected membership, including at least 1 of the Chair or Secretary.

4.5 If a decision at a meeting is to be made by vote, then it will be decided by a simple majority of votes cast, with each member present having one vote. In the event of a tied vote the Chair will have a second casting vote.

4.6 Meeting will be conducted in the spirit of openness and transparency with a summary of minutes published on the ANI website, within one month of the meeting occurring.

1. **Responsibilities/Main Functions**

The Track & Field Committee is responsible for supporting the Events, Marketing & Communications Manager in:

1. Event delivery:
   1. Establishing a calendar of events each year in conjunction with the Competition & Events Committee and competition providers, including Athletics Ireland and Ulster Athletic Council.
   2. The planning, [management and delivery] of all Track & Field events promoted by Athletics NI.
   3. Ensure that all facilities, staff and officials are in place for each track event. Ensuring welfare and Health and safety of all involved.
   4. Advising on track & field event development.
   5. Advise the Board on track & field facilities and equipment, taking health & safety into consideration.
   6. Appoint officials for events promoted by affiliated ANI clubs when requested.
2. Finance
   1. Working with ANI Staff and the Audit & Risk Committee to ensure an appropriate budget is prepared for each event, and ensuring each event budget is adhered to.
   2. Supporting the Events, Membership and Communications Manager in undertaking financial reviews following each event and delivery of financial reports to the Board/Audit & Risk Committee.
3. Governance
   1. Report on a regular basis and/or when needed to the Board.
   2. Ensure all guidelines and protocols in relation to track & field events have been adhered to.
   3. Receive track & field event reports as and when needed from ANI staff members working in this area and report on same to the Board.
   4. Support and advise ANI staff members as and when necessary.
   5. Review and evaluate the development of Track & Field against ANI strategy.
4. Record
   1. Maintain a register of ANI records and best performances, in conjunction with statisticians.

**6.** **Governance**

The minutes of meetings of the Committee shall be circulated to all members of the Board.

The Committee shall, at least once a year, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

**7. Conflicts of Interest**

Any Committee member who becomes aware of a potential conflict of interest relating to matters to be discussed by the Committee must give prior notification to the Chair. If this is not possible, or if the conflict only becomes apparent at the meeting, they should declare this at the meeting and, where necessary, withdraw during discussion of the relevant agenda item. The relevant committee member may not vote on any matter in respect of which they have a declared conflict of interest.

**8. Review**

These Terms of Reference shall be reviewed annually by the Board and may only be amended by the Board.