

The purpose of these Terms of Reference is to provide the framework within which the Committee will operate.

### **Authority**

Authority is delegated to the Committee by the Board of British Orienteering to coordinate, oversee and monitor orienteering events and competitions; the Committee will ensure that events and competition structures are aligned with the vision, values and strategic objectives as determined by the Board.

### **Composition and Membership**

The Committee shall consist of:

- Chair, appointed by the Board
- British Orienteering Events Manager
- 4 members nominated by associations; appointment will be by the Board and based on the skills set determined by the Board
- Director of British Orienteering appointed by the Board
- 2 members nominated independently (by for instance, members, directors, committee chair, staff); appointment will be by the Board and based on any gap in skills prior to the appointment

Non-voting members:

- Secretary, a staff member as determined by the Chief Executive and agreed by the Chair
- Chair and Chief Executive of British Orienteering have a right to attend as non-voting members

The Committee has the right to invite experts for specific agenda items; such attendees shall be non-voting.

### **Responsibilities**

The Committee is responsible for:

- a. Advising the Board on the strategic development of the delegated area(s) of work; this will support the Board in establishing a vision for orienteering and a strategic plan for the development of orienteering in the UK.
- b. Presenting to the Board an implementation plan that will deliver the vision and strategic objectives of British Orienteering in the delegated area(s) of work.
- c. Discussing and agreeing with the Board the key performance indicators and milestones contained in the implementation plan.
- d. Negotiating with the Board the resources required to implement the plan and, if necessary, modifying the plan to match the resources allocated.
- e. Overseeing the delivery of the implementation plan; where appropriate discussing with the Board or Chief Executive the delegating of responsibility for the delivery of sections of the plan to other bodies including workgroups, staff or volunteers.
- f. Monitoring delivery of the implementation plan and the achievement of key performance indicators and milestone targets, where necessary responding to issues which may arise.
- g. Alerting the Board to significant achievements or issues that arise.

- h. Ensuring that the outcomes of committee business are effectively communicated to other bodies within British Orienteering and to the members of British Orienteering when appropriate.

### **Reporting Structure**

The Chair of the committee will report directly to the Chair of British Orienteering and committee minutes will be considered at Board meetings. Minutes will be published on the British Orienteering web site and circulated to all committees.

### **Meetings**

Meetings are to be held in accordance with the British Orienteering Meeting Guidelines and there will be a minimum of 2 meetings per year.

### Draft work programme for Events & Competitions Committee

- Determine the competitions and events structure that will deliver the strategic objectives of British Orienteering:
  - i. Implement agreed recommendations from the recent Competitions Review
  - ii. Liaise with participants to determine which types/structure of competition will meet their needs
  - iii. Liaise with various committees and programme staff to determine which types/structure of competition will most effectively support their programme(s) objectives
- Establish and monitor the programme of competitions and events that will deliver the strategic objectives of British Orienteering making modifications as required to better achieve these objectives. This will include the coordination of the fixture list at national level (Levels A and B) and overview of Levels C and D.
- Establish and monitor procedures to deliver a programme of competitions and events that meets the strategic objectives that have been determined and the needs of participants, both experienced and new to the sport and potential participants.
- Monitor the programme of major events and develop the programme to meet strategic objectives:
  - i. Oversee the identification of partners to host major events and ensure partnership agreements are established.
  - ii. Ensure the British Orienteering aspects of the partnership agreements are delivered and that 'brand' building outlined in the strategic objectives is delivered.
  - iii. Determine which events will be nominated as World Ranking Events.
  - iv. Monitor the appointment of Controllers and where appropriate IOF Event Advisors to major events and World Ranking Events.
  - v. Resolve any significant issues with the programme of major events that may be referred to the committee.
  - vi. Ensure that all major events are reviewed and the good and poor practice in the staging of such events is identified.
- Oversee the production of the Rules of Orienteering and all British Orienteering endorsed competition rules and ensure they are fit for purpose.
- Advise the Board, committees and members on IOF rule or technical changes.
- Determine and monitor the procedures for the resolution of disputes and protests concerning the Rules of Orienteering and of all British Orienteering endorsed competition rules, but not to be directly involved in the resolution of such disputes and protests.
- Oversee the provision of training and support for all matters relating to the staging of events and competitions including:
  - i. Mapping and the use of maps in orienteering
  - ii. Land access and the protection of the environment
  - iii. Events systems such as the use of technology and software systems
  - iv. Volunteer training and the management of event volunteers as determined in the Volunteer Strategy
- Establish and monitor a programme to train and manage Controllers as determined in the Volunteer Strategy.

## Role, Duties & Responsibilities of the Chair of Events & Competitions Committee

The Chair will have vital leadership, strategic and management functions in British Orienteering. The appointment of the Chair will be by the Board for a term of three-years (and up to a maximum of three consecutive terms) in a voluntary capacity. The purpose of this document is to set out the key role, responsibilities and skills required.

The key to a successful committee, even with dedicated committee members and objectives, is the chair. The smooth management and creative achievements of the committee are in direct relation to the chair's ability to lead and direct the committee's functions and work closely with the programme staff involved. To be effective the committee needs a chair who will accept responsibility whilst encouraging others to offer thoughts and recommendations on the committee's activities.

### Chair: Overall Responsibility

The Chair of Events & Competitions Committee will report to the Chair of the Board of Directors.

- Ensure the committee liaises with programme staff to set and then oversee the implementation of the operational plan in the work areas attributed to the committee by the Board.

### Chair: Specific Duties & Responsibilities

- Provide leadership to the committee in delivering the vision and strategic and operational direction as determined by the Board. To ensure the volunteer/staffing relationship is nurtured.
- Ensure that the work of the committee is consistent with its agreed remit and that issues of interest to other committees (or to the wider organisation) are appropriately referred.
- *Plan committee meetings:* The chair consults with the staff liaison and other key members of the committee in planning the committee's agenda within the framework of the committee's responsibilities. The entire program of committee work responsibilities should be thoroughly reviewed so that individual committee assignments can be made effectively.
- Ensure committee members have the information they need to make informed decisions.
- *Conduct all committee meetings:* The chair directs the committee's work; he/she maintains the group's focus, stimulates group thinking, encourages and channels discussions, ensure that all committee members contribute, weighs the value of expressed ideas and suggestions, summarizes constructive suggestions and seeks out decisions by consensus where possible.
- *Maintain records and information:* The chair ensures that accurate minutes are kept, actions recorded, necessary reports prepared and a record of committee work maintained. In addition the chair remains constantly informed regarding the progress of individual committee members' assignments.
- *Getting Action:* The chair must motivate members toward active participation and involvement in committee activities. With overall objectives in mind, the chair must channel the interests and talents of individual committee members into productive efforts and ensure necessary follow-up action.
- Monitor the implementation of agreements and action points from previous meetings.
- Consult with other committee members providing advice and support.
- Ensure all new committee members receive a thorough orientation to the work of the committee and are provided with appropriate support.
- *Act as the committee's lead representative or spokesperson:* explaining aims, plans and actions and when necessary, safeguarding the good name of British Orienteering.
- Determine composition and structure of the committee is fit for purpose and encourage diversity in the membership of the committee.
- Support, on completion of the term of office, the incoming chair through the provision of advice and de-brief.

## Chair: Person specification

### Commitment to:

- British Orienteering's vision, aims and objectives
- British Orienteering's values
- The work of British Orienteering and the committee
- The sport sector and the benefits of sport to the community

### Experience of:

- Business that is focused on people and service delivery whether public, not for profit or private sector(s)
- Membership of committees or governing bodies in the public, not for profit or private sector(s) including acting as Chair or Vice-Chair.
- Sport
- Management and/or leadership in either a voluntary or employment capacity.
- Experience of a senior role within a major private, public or voluntary sector organisation in a management and/or Committee/Board capacity.

### Knowledge and Skills

- Ability to chair meetings impartially, effectively and inclusively.
- Strong inter-personal skills, including the ability to motivate others and the ability to develop a positive and professional relationship with members of all British Orienteering committees and staff.
- Ability to lead strategically and delegate effectively.
- Good, independent judgement.
- Ability to think creatively.
- Ability to work effectively as a member of a team.
- Tact and diplomacy.
- Effective communication skills in a variety of settings (from 1:1 conversations to group consultations and complex negotiations).
- Good organisational skills.
- Knowledge of the sport sector generally and of the work of the committee specifically.

### Other attributes and competencies:

- A willingness to devote the necessary time and effort (up to 8 hours per month is required)
- Enthusiasm
- Patience