



Governance and Risk Committee

Terms of Reference

| Version | Date Board Approved | Author | Changes |
|----------------|----------------------------|----------------------|-----------------------------------|
| 1.0 | 17 February 2025 | Governance Committee | New TOR following decision of EGM |

The following Terms of Reference shall be reviewed and determined from time to time by the Athletics Ireland Board in consultation with the Governance and Risk Committee.

ROLE

The role of the Governance and Risk Committee is to ensure best practice governance systems are developed and maintained throughout Athletics Ireland, including the oversight of compliance with the Governance Code for Sport, as well as monitoring all risks to the organisation.

COMPOSITION/APPOINTMENT

The Governance and Risk Committee shall consist of five members including a Chair, all appointed by the Board of Athletics Ireland.

The President shall be an ex officio member of this committee.

The committee shall aspire to achieve 40% gender balance in its composition.

PRIMARY RESPONSIBILITIES

Annually review Board roles and the Board Terms of Reference.

Annually review our organisation's adherence to the Governance Code's recommended practices.

To regularly review and consider all risks facing Athletics Ireland. Oversight of the management strategies identified to mitigate against identified risks.

To review and recommend amendments to the Board of the Governance & Risk Policies.

To consider and make risk recommendations to the Board for Congress/AGM for amendments to the Constitution;

Advise the Board on best practice governance as required.

Ensure training for Board members takes place annually, and that new Board members are familiarised with, and sign, the Board Handbook.

Annually review membership of the Board and sub-committees.

Manage any standing order requirements for the AGM or Congress.

Support Athletics Ireland committees with input, training and consultation as required.

Oversee the development and refinement of principles, concepts and strategies that will strengthen Athletics Ireland governance.

Assist in the development of annual operational plans and budgets for governance & risk.

Any other duties requested by the Board.

Ensure through regular review, that the activity of the committee remains in line with the Mission, Vision, Strategy and Values of Athletics Ireland.

Oversee governance and risk operational plans and budgets.

Look for best practice in other comparative organisations, regions and compare this to the current strategy.

Seek to positively promote Athletics through modern media platforms.

PROCEDURES

The Committee shall meet at least four times per year.

The Committee shall report regularly to the Board and make whatever recommendations it deems appropriate to the Board. Committee members are entitled to receive the approved AAI mileage rate for all business-related travel during their time in office. Accommodation expenses must be approved in advance through the Athletics Ireland office.

The Committee may meet in person or via audio or video conferencing.

The Governance Manager will coordinate the meetings and act as the Secretary maintaining a written record of all meetings and decisions made.

Matters discussed at meetings will remain confidential unless otherwise agreed.

The Board's Annual Report will include a section outlining the role and activities taken by this Committee to fulfil its actions during the year.