



## **Participation Committee**

### **Terms of Reference**

<i><b>Version</b></i>	<i><b>Date Board Approved</b></i>	<i><b>Author</b></i>	<i><b>Changes</b></i>
1.0	2024	CEO / Director of Participation	New Version

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

## **ROLE**

The role of the Participation Committee is to assist and provide advice to the Board in fulfilling its responsibilities to members and stakeholders in relation to the development of a Participation Vision and Strategy for Athletics Ireland.

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

## **COMPOSITION/APPOINTMENT**

The Participation Committee which shall consist of a Chair appointed by the Board and up to six (6) individuals appointed by the Board.

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

The CEO and Director of Participation both have a standing invitation to attend all meetings unless otherwise advised by the Chair.

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

## **PRIMARY RESPONSIBILITIES**

- To support and oversee the development of the Athletics Ireland Participation Vision and Strategy to 'Get Ireland Running' with a focus on the financial sustainability of this Strategy.
- To identify opportunities for optimising participation levels.
- To review programme outcomes and provide an objective view on evaluation methods.
- To deliver and support the development and roll out of commercial participation offerings in athletics.
- To review the Athletics Ireland participation budget and subsequently recommend the budget to the Board for approval, to regularly monitor monthly progress against the approved annual budget.
- To ensure that funding streams are being used to foster participation by prioritising programmes and activities which focus on growing levels of participation.
- To ensure all participation grants received are expended for the purposes for which they were intended.
- Look for best practice in other comparative organisations and compare this to the current practice.
  - Ensure through regular review, that the activity of the committee remain in line with the Mission, Vision, Strategy and Values of Athletics Ireland.

- Oversee and consider Operational plans and Budgets. Be accountable for their delivery.
- Look for Best practice in other comparative organisations, regions and compare this to the current strategy.
- Seek to promote Athletics through modern media platforms.
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## **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 Working Group may meet in person or via audio or video conferencing.
- The Director of Participation 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.