



## **Provincial Forum Terms of Reference**

<b><i>Version</i></b>	<b><i>Date Board Approved</i></b>	<b><i>Author</i></b>	<b><i>Changes</i></b>
1.0	20/01/2025	Governance Committee	Original Version

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

## **ROLE**

The role of the Provincial Forum is to foster co-operation between provinces; the executive; the Board and Athletics Ireland's committees.

## **COMPOSITION/APPOINTMENT**

Each of the four provinces will elect two representatives to sit on the Provincial Forum - one male and one female. In this way, gender balance is ensured (at least 40% of each gender).

Each representative can serve a maximum of two terms

The President will be an ex-officio member of the Forum

Provincial Forum will elect its own Chair prior to Congress, where they will be announced. Chair of Provincial Forum will be a member of the Board of Athletics Ireland

The Chair will have his/her own vote. In the event of a tie in voting, the Chair will have the casting vote.

The Chair will serve for a term of two years.

The CEO, members of the executive, and Athletics Ireland committees may attend Provincial Forum in a non-voting capacity to update and enable discussion on relevant points.

## **PRIMARY RESPONSIBILITIES**

- Ensure through regular review, that the activity of the forum remain in line with the Mission, Vision, Strategy and Values of Athletics Ireland.
- To facilitate and promote the dissemination of information and best practice on the activities of Athletics Ireland to the membership;
- To act as a forum in which operational matters relevant to Provinces are discussed, shared and recommendations made to Board and its committees and Executive

- To review and recommend amendments to the Board on policies pertaining to the provinces;
- To communicate with the Board and Executive as appropriate

## **PROCEDURES**

The Forum shall meet at least three times per year. At least one of these meetings will be in-person.

The Forum shall report to the Board and make whatever recommendations it deems appropriate to the Board, as necessary.

Provincial Forum will have a quorum of 50% + 1 i.e., 5

Provincial Forum will elect from within its members a Secretary, who will submit a set of minutes to the Board and the four Provincial Councils after each meeting

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