



Provincial Forum Terms of Reference

<i>Version</i>	<i>Date Board Approved</i>	<i>Author</i>	<i>Changes</i>
1.0	20/01/2025	Governance Committee	Original Version
2.0	13/07/2026	Gov & Risk Committee	Update of primary responsibilities to include acting as the transfer appeals committee as noted in the AAI Bye Laws, section 5.

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.

The Provincial Forum will elect its own Chair prior to Congress, where they will be announced.

The 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 the 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 remains 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;
- To fulfil the duties of the transfer appeals committee as noted in the Athletics Ireland Bye Laws Section 5.

The Appeals Committee should include one member from each of three different provinces. However, if the appeal concerns clubs or counties within a specific province, no representative from that province may serve on the Committee for that case. They will elect

from their own number a chair. Administration support will be provided by the Athletics Ireland staff.

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., five (5) members.

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.