



London FA Limited

Divisional Delivery Committee

Terms of Reference

1. Purpose

The Committee is convened by the Committee Chair and is accountable to the CEO for the effective delivery of the London FA operational plan:

- Activate delivery plans in their designated geographical locations as outline by the CEO or his or his designated named member of staff.
- To attend required training to fore fill ambassador role as a Council Member

In-line with the forward plan, to ensure the effective delivery of the London FA strategic plan

2. Membership

The Members of The Committee shall comprise up to 12 representatives from the Board of Directors and Council, as well as the Football Development Manager or Workforce Development Officer, and Head of Delivery.

Each division will need to appoint a secretary responsible for recording actions from meeting, which will need to be sent to the Head of Delivery within 2 weeks of the meeting being held.

3. Chair

The Chair of The Committee shall be appointed by the Divisional Members.

4. Equality Opportunities and Safeguarding

The Committee will, at all times, be mindful of and work within the terms of the Association's Equal Opportunities Policy and procedures, and Association's Safeguarding Operating Standard.

7. Quorum

Not less than three persons shall comprise a quorum of The Panel and shall include the Chair.

8. Frequency

Meetings will take place 3 times a year at the London FA Offices.

Meetings of the Committee may be held in person, by telephone conference call, by Webex or otherwise in such manner and by such means as the Chair of the Committee determines.

9. Reporting procedure

The Committee shall report directly to the CEO. All correspondence and reports will be sent by email in-line with the Company Governance Overview Policy.

10. Decision making

Divisional committees have no decision making powers.

11. Budget and spending authority

The Committee has no budget responsibility this remains with the CEO

12. Review

The Board of Directors shall review its Terms of Reference and processes on an annual basis as part of the London FA's company review.

Divisional Committees 2018 Forward Plan (Please note Youth Division is in Blue)

Month	Description
February	Cup finals ambassador training / Cup finals ambassador training
May	London FA strategic realignment engagement
June	Affiliation and Sanctioning League Promotional Pack / Affiliation and Sanctioning League Promotional Pack and Pilot Youth Referee Scholarship Scheme
September	Charter Standard Club Visits Programme / Charter Standard Club Visits Programme

Lisa Pearce, CEO, March 2018