

# Berks & Bucks FA

## Volunteer Football Network (VFN)

### Terms of Reference

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| <b>1. Name</b>                | 1.1 The Committee will be known as the Berks & Bucks FA “Volunteer Football Network” (VFN)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>2. Purpose &amp; Remit</b> | <ul style="list-style-type: none"><li>2.1. To oversee, encourage and give support to volunteers, at all levels within the County.</li><li>2.2. To monitor delivery of volunteer projects within the Berks &amp; Bucks FA Operational Plan</li><li>2.3. To map and track volunteer activity throughout the County to help set objectives and future priorities.</li><li>2.4. To continuously review the methods of rewarding and recognising volunteers within the County.</li><li>2.5. Identify key training needs for volunteers and identify relevant opportunities to upskill and expand knowledge.</li><li>2.6. Ensuring budget allocations from the Board are effectively monitored through the network groups and that any funding applications are forwarded to the CEO, via the Grassroots Football Board.</li><li>2.7. To ensure each decision made across the network considered safeguarding as part of its processes. Ensure the views of young people are sought and encouraged</li><li>2.8. Add value to the work of the association by checking and challenging the activities of the Association in respect to volunteer retention and development.</li><li>2.9. Responsible for encouraging a diverse perspective to the Berks &amp; Bucks FA.</li><li>2.10. Ensure the voice of young people is sought in making decisions.</li><li>2.11. Identify &amp; discuss any Volunteering Risks for the Organisations’ Risk Register</li><li>2.12. Foster good relationships with all football communities.</li><li>2.13. Raise the profile of volunteers across the County.</li></ul> |
| <b>3. Membership</b>          | <ul style="list-style-type: none"><li>3.1. The VFN will be chaired by a network member nominated by the VFN. The Chair will also sit as representative for Volunteers on the Grassroots Football Board.</li><li>3.2. The Club Support Officer will be a non-voting member of the network and act as secretary for the group.</li><li>3.3. The Chair, Deputy Chair, Finance Director and Chief Executive Officer will be ex-officio members of the VFN</li><li>3.4. A further 7 members will be recruited via a transparent application process and approved by the Nominations &amp; Appointments Committee.</li><li>3.5. Appointments shall be for a period of three years which may be extended by no more than two additional periods of three years.</li><li>3.6. The VFN will be able to co-opt members on a meeting-to-meeting basis dependent on the agenda and discussion point.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

#### 4. Frequency of Meetings

- 4.1 Meetings shall be held not less than two times each year, and at such other times as required.
- 4.2 Meetings may be called by the Chair of the Board, the Chief Executive Officer, the Chair of the VFN or by two members of the GFB if they consider one necessary.

#### 5. Attendance at Meetings

- 5.1 Members should attend as many meetings as possible, and where unable to attend should submit their apologies in advance of the meeting.
- 5.2 If a member fails to attend three consecutive meetings, they may be replaced by another member on the advice of the Nominations and Appointments Committee.
- 5.3 Quorum of the Committee shall be 4 members. If the Chair is not present at a meeting, the remaining members shall elect one of themselves to Chair the meeting.
- 5.4 The Chair, Deputy Chair, Finance Director and CEO will be ex-officio members of the CVN.

#### 6. Notice of Meetings

- 6.1. Agendas for meeting shall be distributed to members no fewer than five days in advance of a meeting.

#### 7. Minutes of Meetings

- 7.1. The Secretary of the VFN shall ensure that a formal record of Committee proceedings and resolutions is maintained.
- 7.2. Any action points agreed at a meeting shall be circulated to all members no later than three days after the meeting.
- 7.3. Following approval of the minutes by the Chair they shall be circulated to all members of the VFN, the chair of the Grassroots Football Network and all members of the BBFA Board.

#### 8. Authority

The VFN is authorised by the Board of Directors to:

- 8.1. Investigate, or cause to be investigated, any activity within its terms of reference.
- 8.2. Seek any information that it requires from any employee of the Organisation to perform its duties and require all employees to co-operate with any request made by the GFB
- 8.3. Delegate any of its duties as is appropriate to such persons or person as it thinks fit.

#### 9. Reporting


- 9.1. The Chair of the VFN shall report to the Grassroots Football Board at regular intervals on the matters it has reviewed, make recommendations when requested or when the Chair of the VFN considers appropriate.
- 9.2. The VFN shall produce an annual report of the activities during the year which shall form part of the Company's Annual Report and Accounts.

#### 10. Budget

- 10.1. No additional budget has been designated to the VFN
- 10.2. Should funds be required for any reason an application shall be made through the Board via the Grassroots Football Director.

#### 11. Safeguarding Requirements

- 11.1 Each member of the VFN will be expected to obtain and maintain the following qualifications and certificates:

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- a) Signed and returned a safeguarding Code of Conduct
  - b) Attended an annual safeguarding briefing from the Designated Safeguarding Officer.
  - c) Have an in-date Safeguarding Children Certificate
  - d) Have an in-date Safeguarding for Committee Members qualification

- These Terms of Reference may be reviewed and amended at any time by the Board of Directors. Reasonable expenses in line with the Berks & Bucks FA Expenses policy will be paid.
- All members are reminded that some discussions and subsequent outcomes are confidential, and these should not be made public or disseminated without the permission of the Association Chair or CEO.