

Berks & Bucks FA Youth Network Terms of Reference



1. Name

The Committee shall be known as the “**BBFA Youth Network**” (the “Youth Network”)

2. Purpose/Remit

- 2.1. The Youth Network is responsible for assisting the Board in its oversight of the voice of young people across Berks & Bucks FA. This is through support and advice on all issues involving young people within the strategic and operational workings of the organisation.
- 2.2. Provide support and advice on the BBFA Operational Plan & Organisational policies and the likely impact it may have on children & young people within the County FA.
- 2.3. Advise on specific interventions to increase the youth voice and representation of young people in decision making across the County FA network.
- 2.4. Providing feedback on any youth football policies that may impact upon young people in the national game
- 2.5. To support the set-up of club Youth Councils/ Forums if deemed appropriate
- 2.6. To communicate regular and appropriate messages to young people through social media accounts to help raise the profile of the County FA’s work with young people
- 2.7. Lead on projects, to be determined by the Youth Network in collaboration with the Football Participation Manager.
- 2.8. Monitor and review the impact of the County FA’s work in relation to the youth voice and increasing representation on decision making panels within the County FA.
- 2.9. Support the County to work towards achieving the next level of the Equality Standard for Sport.
- 2.10. Analyse data to provide intelligence and support recommendations to Berks & Bucks FA.
- 2.11. Consult on and support the County planning process, including the setting of business objectives and targets which ensure that the needs of all communities are considered, catered for, and met where possible.
- 2.12. Act as ambassadors as appropriate for Berks & Bucks FA
- 2.13. Identify key issues and trends that may promote the growth or the game through inclusion and diversity interventions.
- 2.14. Ensuring budget allocations from the Board are effectively monitored through its working groups and that any funding applications are forwarded to the Chief Executive for consideration by the Board of Directors.
- 2.15. Ensure that each decision made across the GFB remit has considered Safeguarding as part of its processes and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- 2.16. Identifying, to the CEO any football or business risks for inclusion in the risk register for the Association.

3. Membership

- 3.1. The County FA Youth Network will have a lead County FA staff member who will remain consistent throughout the network until a time when they choose to retire from this position and should appoint a succeeding County FA official to relieve them.
- 3.2. The Youth Network shall be formed with a maximum of 15 members representing the county demographic and age (14-25)
- 3.3. Appointments shall be for a period of three years which may be extended by no more than two additional periods of three years.
- 3.4. The Chair of the Board of Directors, CEO & Safeguarding Board Champion shall be invited as ex-officio non-voting members of the GFB
- 3.5. The Youth Network will be able to co-opt members on a meeting-to-meeting basis dependent on the agenda and discussion point.
- 3.6. The Chair is to be elected through an open application process which is to be determined by the County FA.

4. Frequency of Meetings

- 4.1 Meetings shall be held not less than two times each year, and at such other times as required. Meetings will be coordinated by the Football Workforce Manager and the Chair of the Youth Network.

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 of the Board of Directors on the advice of the Nominations and Appointments Committee.
- 5.3 The quorum of a meeting shall consist of a minimum of 6 members, inclusive of the County FA staff members.

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 Youth Network shall ensure that a formal record of 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 IAG and all members of the Board of Directors.

8. Authority

The BBFA Youth Network 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 in order to perform its duties and require all employees to co-operate with any request made by the Youth Network;
- 8.3. Meet for despatch of its business, adjourn and otherwise regulate its business as it shall see fit, including approving items of business by the written resolution procedure set out in the Company's articles of association.
- 8.4. Delegate any of its duties as is appropriate to such persons or person as it thinks fit.

9. Reporting

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

10. Budget

- 10.1. There is no budget allocated to the GFB.
- 10.2. Should funds be required for any reason an application shall be made through the Board to the Finance Director.

11. Safeguarding Requirements

- 11.1 Each member of the GFB will be expected to obtain and maintain the following qualifications and certificates:
 - 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 DBS (over 16s only)
 - d) Have an in-date Safeguarding Children Certificate

- 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.