

Kent County Football Association Limited

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EAG Terms of Reference

The EAG will promote and value equality inclusion and diversity by

- assisting in developing the Kent FA's Equality Diversity and Inclusion Strategy and any associated plans.
- monitoring the implementation of the Kent FA's Kent FA's Equality Diversity and Inclusion Strategy and any associated plans and raise any concerns with the Board in this regard either directly, via the Board Champion of the EAG or via Harry Mark.
- continually monitoring objectives to ensure they are in accordance with the FA's aims and objectives and reflective of best practice
- making recommendations to the Board [via the Board Champion on the EAG or via [insert] on action to be taken to address underrepresentation and inequality
- monitoring progress in relation to [any standards you think we should obtain]
- ensuring that Kent FA benefits of a diverse mindset and experience by bringing forward opportunities, suggestions, concerns and challenges in relation to or for the benefit of football in Kent to Kent FA.

The EAG will comprise of

- At least one Non-Executive Director of Kent FA one of which will be the board champion for EDI.
- At least two employees of Kent FA including the 'inclusion officer' at the relevant time.

The Chairperson

- The Chair of the EAG will be elected by the EAG and will be responsible for circulating the agenda and the conduct of the meeting. If the board champion is unable to attend the Chair will ensure the Board Champion is briefed on the output.
- The Chair may be requested to attend Kent FA Board meeting at times.
- The Chair will finalise and sign off on the meeting minutes
- The Chair terms of office is for ONE year.

Administrative Support and Minutes

- Administrative support including the organisation of meetings and taking and distributing of notes will be made available to the group by the Inclusion Officer.

Quorum

- If at least [4] members are present for the whole meeting, the meeting is considered quorate.

Frequency of meetings

- The group will meet [quarterly] and if necessary, at additional times provided always suitable notice is provided.

Tenure of members

- A review for every two seasons.