



Overview

Advisory Groups

Reason for the ADVISORY BOARD Delegation

To enable Liverpool FA to utilise the varied skillsets, knowledge, experience, and opinions of our stakeholders, to inform the strategic direction of the Liverpool FA policies and procedures.

Responsibilities to be Delegated

Advisory Boards provide a supportive and counsel role for the Liverpool FA Board, and are non-decision-making. They are required to meet any governance requirements for their specific remit from The FA Code of Governance, which may change from time to time.

Membership of the Advisory Group

Advisory Boards shall comprise between 5 and 12 members, with specific criteria set according to their remit. Frequency of meetings Minimum quarterly Advisory Board meetings, plus an annual Advisory Board review meeting with the Board of Directors.

Board Reporting and Decision-making

Decisions are recorded within the appropriate Advisory Board Agenda and Minutes within the respective Advisory Group smartsheet, and minutes from Advisory Group meetings are finalised within 24-hours of each meeting and available for Advisory Board and Liverpool FA Board Member access. The Chair of the Advisory Group shall provide a single-page report for the Board about each Advisory Group meetings content and will attend the Board Meeting (upon request) to answer any questions and obtain Board feedback.

Decision-Making Requirements

For the purposes of Advisory Board operations, a 'quorum' of 5 is required, in order to finalise Advisory Group action points. If a 5-person quorum cannot be made, then the Advisory Group must rearrange the respective Advisory Board meeting.

Expectations and Behaviours

Advisory Group members are required to bring their skills, personal experience and external insights to meetings, in order to help shape any discussions of the Advisory Board, and the strategy of Liverpool FA. Advisory Group members agree to conduct themselves without any personal agenda and must refer to the *Board Code of Conduct for the values and behaviours of all Board of Directors, Advisory Group and Advisor Board Members*.



Expected behaviours of Advisory Group Members

- Prepare well ahead of meetings, reading and digesting all papers circulated in advance, in order to enable meeting time to be spent efficiently.
- Listen respectfully and openly to alternative views, ensuring that each person has sufficient time and opportunity to provide their view;
- Be measured and consider the best interests of the business at all times;
- Be mindful of the personal impact on others of your communication-style (tone and delivery);
- Be conscious of time management constraints during debate and decision making and respect the Chair's decision when it is time to move on;
- Be calm, polite, professional, and respectful when challenging, remembering that views differ
- Be mindful of the balance between support and challenge for agenda items, during meetings and with each other.
- Remain strategic in approach, aligned to strategy and business priorities.
- Remain impartial and generally non-operational. (Under special circumstances you may be required to provide a more operational approach at the request of the CEO and The Board;
- Ensure no undue influence is exerted within, or outside of, meetings, and that any conflict of interest is advised to the Chair and Liverpool FA Lead at all times
- Behave in accordance with the Liverpool FA Code of Ethics & Conduct and Company Values at all times, role modelling these behaviours;
- Use an agreed mechanism for respectfully calling out behaviours that are counter-productive to the team operating efficiently (such as talking over someone, not moving on when a decision has been reached, going off topic, not being prepared for a meeting);
- In the case of a conflict of interests preclude yourself from voting and leave the meeting. Do not participate in any discussions, debate or voting, and engage only if specifically asked to do so. The conflict is recorded in the minutes; and
- Once a decision has been made, it must be supported even if individual views may differ.