



## Detailed Terms of Reference – Women and Girls Advisory Group

### Reason for the ADVISORY BOARD Delegation

Football Advisory Boards operate in an advisory capacity providing strategy, insights and information from Liverpool FA's stakeholders directly into the Liverpool FA Board, to inform the decision-making process and delivery of Liverpool FA's business plan and projects. Advisory Boards may be permanent in structure or set up specifically to advise on a standalone project.

**Women and Girls Advisory Group:** To provide a dedicated forum to engage with women and girls to determine programmes, activities and practices that will increase female participation and involvement throughout the Liverpool FA football community and help to develop, shape and improve the game with this objective in mind. Advisory Board remit may be adjusted according to business needs as determined by Liverpool FA's business plan and stakeholder views at any given time. In addition, additional Advisory Boards may be set up to respond to changing priorities, or new and differing project delivery. The initial remit for each Advisory Board will be communicated at the point of recruitment of members.

### Responsibilities of Members

Advisory Boards provide an advisory, counsel and support role for the Board and Liverpool FA Senior Leadership and are **non-decision-making**. The boards enable Liverpool FA to test new ideas, obtain market research and utilise feedback. Advisory Boards additionally provide expertise and fill skills gaps, especially when working on specific project-based ideas. Advisory Boards may form smaller working groups to target specific areas of their responsibilities. The Advisory Boards are required to meet all governance requirements for their specific remit, where identified in The FA Code of Governance, and have the following specific responsibilities:

1. All Advisory Boards Chairs will act as a conduit between the Board and the Advisory Board, providing a 1-pager document summarising each meeting and will join Liverpool FA Board Meetings, at the Board's request, to answer their questions about the Advisory Boards advice and insights, as well as obtaining Board feedback and disseminating this to the Advisory Boards member group. Women and Girl's Advisory Group

### Women and Girls Advisory Group

The Football Advisory Board has a consultative, non-decision-making responsibility, reporting to the Liverpool FA Board, with the focus to engage with



Women and Girls Advisory Group (Feb 2024, V2)

women and girls, providing the perspective from experienced members of the Women and Girls in football community, by:

- Encouraging and supporting women and girls within the Liverpool FA region, providing them with a voice.
- Supporting the development of a fully inclusive and representative game.
- Providing feedback on policies that may impact upon young women and girls in the Liverpool FA region
- Having input into the future of the game and the strategic direction of women and girls football in the Liverpool FA region
- Continually reviewing the game and league system to ensure that all leagues are responding in an alert manner to growth areas, continually providing opportunities to reinforce participation by women and girls.
- Supporting the promotion of the FA Female Talent Pathway across the North West to ensure all talented female players have access to the pathway.
- Advising on the development of resources, projects and campaigns for women and girls in the Liverpool FA region, in order to increase female participation and involvement.
- Linking and promoting communication between women and girl participants in the Liverpool FA region
- Underpinning the set-up of women and girl Advisory Groups/forums when required to support the changing landscape and priorities across the game and across the Liverpool FA region.
- Distributing regular notes, actions, and information.
- Communicate consistent and appropriate messages to women and girls through social media accounts to help raise the profile of Liverpool FA Women and Girl programmes, and wider project work.

The Chair will have an bystander role on the Liverpool FA Board and act as a channel between the Board and the Women and Girls Advisory Group, Advisory Board, providing a 1-pager document summarising each meeting and answer questions from the Board about the Advisory Boards advice and insights, as well as obtaining Board feedback and distributing this to the Women and Girls Advisory Group, Advisory Board.

The Women & Girls Advisory Group shall nominate a Advisory Group member to sit on the Liverpool FA Inclusion Advisory Group, Advisory Board in order to represent the Advisory Group and its outlook, as long as the appointed member complies with Inclusion Advisory Group, Advisory Board membership criteria



### **Advisory Board Membership**

- Duration of membership: 12 months, with annual review.
- Membership Pre-requisites:
  - o All Advisory Boards – All members aged 18+ are required to have completed, or agree to complete within 3 months, the FA Safeguarding Training and Equality, Diversity and Inclusion Training provided by Liverpool FA.
  - o Permanent Advisory Boards – Advisory Boards configuration should be reflective of the Liverpool FA football community's diversity, cover the range of protected characteristics, have a variety of experience and knowledge.
  - o Women and Girls Advisory Group: Advisory Group members are required to have valuable experience of the Women and Girls game within the Liverpool FA region
  - o Size and Scope: Typically, minimum 5, maximum 12, but adjustable according to individual Advisory Board requirements.

### **Liverpool FA Staff Attendance**

All Advisory Boards will have a Liverpool FA principal who will provide both input and direction on topics that require consideration, who will also fulfil the role of Advisory Group secretary during meetings.

Advisory Boards may also require additional attendance by Liverpool FA staff:

- Women and Girls Advisory Group, Advisory Board will include the Football Development Officer lead on Women and Girls. This person may be the same as the Liverpool FA Lead
- Liverpool FA Directors/CEO Attendance: Attendance at meetings is in an advisory capacity only to answer questions, at the request of the Advisory Board Chair. Generally, non-attendance enables free discussion.
- Liverpool FA staff will abstain from voting on any matters which may constitute conflicts of interest.

### **Recruitment Process**

- The process shall be designed to ensure fair representation.
- Advisory Boards requiring specialist skills may additionally be from outside of the typical football community. Where the number of candidates put forward may exceed membership limits, composition of the Advisory Group regarding fair representation is prioritised, with all additional candidates chosen via a ballot system.
- The Advisory Board Chair is responsible for being the single point of contact for the Liverpool FA Board, preparing updates, and joining Board meetings on request to answer any pending questions. This position is



reappointed annually. In the Chair's absence they shall nominate a substitute Chair in advance of the meeting.

- The Advisory Board secretary is responsible for finalising the agenda with the Chair and recording minutes for circulation.

### **Formation of the Advisory Board:**

Recruitment of the Chair:

- Open and transparent interview process requiring completion of an application form, outlining interests and experience in the Advisory Board.
- Relevant Chairperson experience, skills and abilities, with short-listed candidates interviewed by at least one member of the Liverpool FA Board, and additional panel members as suited to the criteria, with the Chair appointed according to merit.

Recruitment of other members:

- Open and transparent interview process requiring completion of an application form, outlining interests in the Advisory Board, relevant experience, skills and capabilities, with all candidates interviewed by the Advisory Board Chair and the Liverpool FA lead.
- Non-County FA members may only sit on one Advisory Board to avoid any conflict of interest.
- Advisory Board Chairs will be reviewed on an annual basis as part of the Advisory Board review.
- When Advisory Board members reduce through attrition to below 8 members, recruitment shall commence for additional members to join. This number may be adjusted according to the agreed minimum and maximum number for each particular Advisory Board.
- Certain Advisory Boards have specific recruitment criteria:
  - Women and Girls Advisory Group: The Advisory Group members should characterise all facets of football in order to provide equal representation, including:
    - Playing
    - Coaching
    - Refereeing
    - Events and Engagement
    - Administration
    - Leadership

## **Meetings**

### **Meeting Frequency**

- Advisory Board to meet a minimum of four times a year.



- Advisory Board to assemble additional meetings as dictated by circumstances or at the Board's/Liverpool FA CEO's request to handle urgent matters.
- All meetings to have a minimum quorum
- Notice of each meeting, confirming venue, time, date and connection details, to be sent no later than five business days before the meeting, except for short-notice meetings referred to above.
- Liverpool FA lead shall deliver the role of Secretary for the Advisory Board.
- The Advisory Board Chair and all Advisory Board members to join an annual Advisory Board review meeting with the Board of Directors celebrating success and reviewing the previous 12-month period.

### **Meeting Agendas and Minutes:**

- Agenda items are finalised by the Liverpool FA Lead and Advisory Board Chair and included within the Advisory Board agenda/minutes smartsheet at least 5 working days prior to the meeting.
- For urgent or short-notice called meetings, Members are advised by email when agenda items and papers are uploaded within the email requesting the meeting.
- All meetings require a quorum, and the line item will be discussed at the next meeting when reviewing minutes from previous meeting.
- Minutes are added to the Agenda line item in real time during the meeting by the secretary, as a formal record.
- Agenda to include:
  - Normal Administrative Items: Apologies for Absence / Minutes & Status from Last Meeting to Action (Board feedback, Updates on actions taken) / Declaration of Interests.
  - Schedule of Matters – annual items planned throughout the year according to business requirements and assigned to specific meetings. Discussion for items to include:
    - Commentary on discussions.
    - Actions agreed for next steps and whom will lead.
    - Key advice for notification to the Board.
  - Any Other Business (AOB)
  - Safeguarding Perspective and points to review
  - Youth Voice Perspective, including any specific items advised by the Youth Advisory Board
    - Innovation & Opportunities.
    - Date of Next Meeting
    - Draft minutes are approved by the Chair within 24-hours.



- Process for adding an agenda item:
  - Advisory Group Members use either the 'meeting agenda submission form' on the Advisory Board dashboard, or email directly to notify the Advisory Board Chair and Liverpool FA Secretary of additional agenda items for discussion and provide any additional accompanying papers.
  - Once approved, the Liverpool FA Secretary will add the paper to the new smartsheets agenda line.

### **Reporting to the Board**

- Recommendations and advice are recorded in the Advisory Board Agenda/Minutes.
- The Advisory Board Chair will provide a single-page report on the advisory output after each meeting.
- Every Liverpool FA Board Meeting has an agenda item for each Advisory Board to discuss the single-page advice and ask the Advisory Board Chair questions as well as provide feedback for the Advisory Board.
- The Advisory Board can make whatever recommendations to the Board it deems appropriate on any area within its remit.
- Advisory Boards do not have delegated authority from the Liverpool FA Board and therefore do not have the power to make requisite decisions. Advisory Boards provide an advisory and support role, providing insights to assist the Board with decision-making. •

### **Expected Activities and Behaviours for Advisory Group members**

Advisory Board Advisory Group members are expected to bring their personal expertise, experience and insights to contribute to the operations of the Advisory Board and Liverpool FA, without any personal agenda. Refer to the Board Code of Conduct for values and behaviours of the Liverpool FA Board of Directors and all Advisory Group Members.