



NFA Committee
Terms of Reference

INCLUSION ADVISORY GROUP

INCLUSION ADVISORY GROUP (IAG)

1. Purpose

The Group has been formed to promote and address inclusion and diversity within football. The Group will discuss issues and formulate solutions; share ideas and good practice; inform and educate staff and volunteers; develop strategies and policies with regard to inclusion and diversity; engage and network to increase participation within all communities in order to positively influence the NFA Business Plan.

The IAG is made up of NFA Council Members, members of staff and externally co-opted members and will support and advise the NFA so that it meets its legal duties and operates in a way that recognises and meets the needs of participants, staff, volunteers and the wider community.

2. Remit

- Seek to support and advise the NFA to follow practices of Equality and Inclusion amongst all communities
- Positively influence and seek to diversify football participation through the Business and Operation Plans
- Seek to influence and support good relationships within the Association to other internal and external partners.
- Seek to eliminate unlawful discrimination, harassment and victimisation
- Business and legal compliance
- Support the Association to identify and influence good practice

In doing so the Group may:

- Strategically develop, implement and monitor initiatives in support of NFA's Business and Operational Plan
- Analyse data to provide intelligence and support recommendations to the NFA
- Monitor, assess and advise on initiatives within the Operational Plan and their impact
- Provide support to the Association's discipline process, especially the LFADP.
- Act as Association ambassadors in the community and advocate the benefits of addressing equality issues
- Bring a diverse perspective to the Association and its partners and community relationships
- Identify key equality issues and legislation and support the identification and delivery of solutions
- Consult with communities to identify key issues and trends that will positively influence participation through inclusion and diversity interventions
- Meet no less than three times a year

a) Committee Relationships

The NFA Board and Council

All NFA Committees

3. Membership & Reporting

The Membership of The Committee shall comply with the Articles of Association and standing orders.

The Committee reports directly to the NFA Board in accordance with the Articles of Association and Standing Orders (via representation through the Chair of the Committee)

The Committee can co-opt up to four (4) people as additional Committee members.

Additional guests can be invited to attend meetings.

4. Executive Support

The Committee will be supported by the NFA executive as appointed by the Business Manager

5. Term of Office

The term for members and the supporting executive is for one year which is reviewed annually.

Members who fail in their obligations will be dealt with in accordance with the Articles of Association and Standing Orders and/or the NFA's Code of Conduct.

6. Quorum

Not less than 3 persons shall comprise a quorum of the Committee membership and shall include the Chair.

7. Decisions & Voting

Any decisions that require a vote shall be in accordance with the Association's Standing Orders. The Committee Chair has the casting vote.

Decisions will then be ratified by the appropriate body as specified in the Articles of association and Standing Orders.

8. Frequency

Meetings will take place as and when convened by the Committee Chair in conjunction with Board and Council meetings. The Chair is required to liaise with NFA executive when setting dates and agendas for meetings.

Meetings of the Committee may be held in person, by telephone conference call or web conferencing or by such means as the Chair of the Committee determines.

9. Budget and spending authority

The Committee has responsibility for income and expenditure in line with the annual budget and specific elements within the County Plan. Any additional expenditure must be submitted for the consideration and approval of the Board.

10. Equal Opportunities

The Committee will, always, be mindful of and work within the terms of the Association's Equal Opportunities Policy and procedures

11. Confidentiality

Committee members are reminded that some discussions and subsequent outcomes are confidential and these should not be made public or disseminated without permission of the Chair (please refer to the Code of Conduct).

12. Review

The Committee shall review its Terms of Reference as and when required by the Council or upon a recommendation to the Council by the Board of Directors.