

Terms of Reference for The Nordic Committee

The committee is aligned to support the overall vision, mission and values of Snowsport England which can be found on the Snowsport England [website](#)

<p>Name of Committee: Nordic Committee</p>
<p>Type: Standing Committee</p>
<p>Purpose:</p> <p>To help deliver on the vision and mission objectives of the organisation within Nordic (cross country skiing, roller skiing, telemark skiing) with a key focus on:</p> <ul style="list-style-type: none"> • Increasing the awareness of the Nordic disciplines • Growing the sport and expanding the diversity and inclusivity of those participating in all Nordic disciplines • Nurturing and developing volunteers in clubs and at events • Increasing satisfaction levels within our clubs, members, and volunteers • Identifying and developing talent within the Nordic Snowsport disciplines
<p>Scope:</p> <ul style="list-style-type: none"> • To organise and run Nordic events, if appropriate • Develop and manage budget and plan for annual events • Ensure continuity of support for volunteers in clubs and at events • To support the Coaching Technical Panel to develop and maintain Nordic discipline coaching pathways • To support the Talent Management Group on Nordic talent development • Communicate to regions and clubs on a regular basis and include them in decision making feedback when required • To liaise with the central services on Nordic discipline coaching courses • To assist in policy creation concerning Nordic disciplines/members • To promote Snowsport England at events
<p>Authority: (as delegated by the Snowsport England Board)</p> <ul style="list-style-type: none"> • The Nordic Committee exists to assist and advise the SE CEO and the management of Snowsport England • To prepare budgets for approval by the board and to approve and control income and expenditure within is area of responsibility
<p>Membership:</p> <p>The committee will be comprised of the following:</p> <ul style="list-style-type: none"> • Chair • Secretary • Finance • Representatives of Nordic Clubs • Nordic Coaching Representative(s) • Talent Management Group Representative

Named board director as a point of contact to raise issues with the board as required.

Recruitment of committee Chair:

The committee chair is appointed by the Snowsport England board. After each AGM, the board will either reappoint the current chair if they are willing to stand or appoint a new chair. Every 3 years the board will poll the committee for nominations for a new committee chair.

Recruitment of committee members:

This to be conducted via an open process with visible role descriptions, recruitment will be based on necessary knowledge and experience. Consideration should be given regarding diversity when recruiting volunteers.

- All members must be signed up to the SE [Code of Conduct](#)
- All members must have role descriptions which they have signed to show understanding of their role
- All members must complete and sign a declaration of interest form annually
- All committee members must be registered on the SE Membership system

Meeting Requirements:

- Minimum 3 meetings per annum
- Minimum of 4 members to be quorate
- Minutes and actions will be recorded at each meeting and circulated to members of the Nordic Committee for approval
- Once approved and no later than 21 days after the meeting has taken place the minutes will be sent to the office for publication on the website and sent to the board

Reporting and Communication:

- Complete an annual report for AGM
- Report to SE board
- Feedback to regions and clubs as required
- Link with event officials / volunteers
- Link with other standing committees and groups
- Link with SE staff

Collaboration:

All SE committees, Advisory and Action groups are integral parts of Snowsport England and should act accordingly to support the organisation's vision and mission.

The Nordic Committee will collaborate with the following key committees and advisory groups:

- **Coaching Technical Panel:**
Link closely with the CTP to provide insight in developing training for coaches within the Nordic discipline
- **Talent Management Group:**
Link closely with the TMG to develop pathways through Nordic clubs and events

Participation:

Work with the Participation and Insight Action Group on increasing awareness and opportunities to take part in Nordic activities using campaigns and events.

Internal and External Communications:

- The Nordic Committee will only communicate to members via Snowsport England Channels, they may provide wording to be used
- When the Nordic Committee need to communicate with another committee or group (internal) the Chair will speak to the Chair of said group and arrange an appropriate channel for communication
- Chair to attend Regional and Committee Chairs call to update and report back to the Nordic Committee
- Chair or nominated member will attend the Snowsport England Board meeting as required
- Any recommendations made by the Nordic Committee regarding communication with membership will be discussed with the Snowsport England Operations Team first

Resources and Budget:

- To draft Nordic budget and work with SE Finance Director and SE CEO for board approval
- To manage approved budget and report any variance
- Any expenditure over £250 outside of budget needs to be approved by SE CEO

Deliverables:

- List of Key Performance Indicators to deliver annually
- Production of annual plan

Intellectual property:

Output produced by the AC will become the intellectual property of Snowsport England ** and shall not be reproduced without the prior written permission of the Chief Executive. ** Except for any specific contributions made by authors / contributors with whom the original ownership of the intellectual property of any such contributions remains and which were or will have been recognised as such beforehand by Snowsport England.

Review:

The Terms of Reference will be reviewed annually

Date the ToR adopted: September 2020

Nordic Committee - Roles, Responsibilities, and skills

Role	Responsibility
Chair / Joint Chair	<p>The Chairperson has a strategic role to play in representing the vision and purpose of Snowsport England. The Chairperson ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.</p> <p>Ensure the committee functions properly:</p> <ul style="list-style-type: none"> • To plan and run meetings in accordance with the Terms of Reference • To ensure matters are dealt with in an orderly, efficient manner • To bring impartiality and objectivity to meetings and decision-making • To facilitate change in line with Snowsport England’s Strategy • To plan for recruitment and renewal of the Committee <p>Ensure the committee is managed effectively:</p> <ul style="list-style-type: none"> • To liaise with the CEO, as appropriate, to keep an overview of Snowsport England affairs • To co-ordinate the committee to ensure aims are being met and reviewed • To facilitate change and development within the committee’s scope <p>Represent the organisation:</p> <ul style="list-style-type: none"> • To effectively communicate the vision and purpose of the committee and Snowsport England • To advocate for Snowsport England and represent the committee at external meetings and events • To be aware of current issues that might affect the committee <p>Skills / prerequisites:</p> <ul style="list-style-type: none"> • Good leadership skills • Good communication and interpersonal skills • Impartiality, fairness, and the ability to respect confidences • Ability to ensure decisions are taken and followed-up • Good timekeeping • Tact and diplomacy • Understanding of the roles/responsibilities of a committee • Experience of organisational and people management

<p>Secretary</p>	<p>Ensure Responsible Administration:</p> <ul style="list-style-type: none"> • To prepare agendas in consultation with the Chair • To circulate agendas and any supporting papers in good time • To receive agenda items from other committee members • To check that quorum is present • To minute meetings and circulate the draft minutes to all committee members • To ensure that minutes are approved by the committee and published within 21 days of the meeting • To check that committee members have carried out action(s) agreed • To ensure up-to-date records are kept of committee membership <p>Qualities and Skills Required:</p> <ul style="list-style-type: none"> • Organisational ability • Experience of committee work and procedures • Minute-taking experience (if this is not being delegated) • Good communication and interpersonal skills • Impartiality, fairness, and the ability to respect confidences • Approachable and sensitive to the feelings of others • Well organised and an eye for detail • Ability to work well with the Chair • Good timekeeping <p>Time Commitment:</p> <p>The role of Secretary requires an estimated commitment of 2 hours per month</p>
<p>Finance</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> • To assist with the preparation of the Nordic budgets for approval by the SE board (by the end of October each year) • To monitor the approval and control of income and expenditure • To feedback to operations manager on quarterly accounts • To prepare management reports on income and expenditure for the Nordic Committee <p>Skills / Prerequisites:</p> <ul style="list-style-type: none"> • A knowledge of budget setting • Confident with spreadsheets and numbers