

## Terms of Reference for The Talent Management Group (TMG)

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

<p><b>Name of Committee:</b> Talent Management Group</p>
<p><b>Type:</b> Standing Advisory Group</p>
<p><b>Purpose:</b></p> <p>The main purpose of the Talent Management Group is to advise and guide discipline committees on their direction in relation to talent pathway activity. The group will work with and on behalf of discipline committees and Snowsport England advisory groups. This group will act as a sounding board for matters related to talent within Snowsport England. It will be comprised of individuals with experience in talent development both within Snowsports and in other sports.</p> <p>Through this work, it will help deliver the company’s Vision and Mission objectives, with a key focus on:</p> <ul style="list-style-type: none"> <li>• Increasing the awareness of Snowsport</li> <li>• Growing the sport and expanding the diversity and inclusivity of those participating</li> <li>• Increasing satisfaction levels within our clubs, members, and volunteers</li> <li>• Driving increased participation towards wider Snowsport England opportunities such as coaching, talent pathways and membership</li> <li>• Working with Snowsport England on current organisational priorities</li> </ul>
<p><b>Scope:</b></p> <ul style="list-style-type: none"> <li>• Advising and providing guidance on selection policies which are in-line with the latest talent development research</li> <li>• Provide guidance on talent resources and research to discipline committees on talent development to assist discipline committees with decision making</li> <li>• Link with GB Snowsport and other HNGB’s talent development pathway initiatives</li> <li>• Ensure talent development best practice and information is shared throughout Snowsport England</li> <li>• Support in the submission of Sport England funding applications</li> <li>• Support the coaching and technical panel with talent development advice related to coaching practice</li> <li>• Ensure there is consistency and best practice across discipline committees</li> </ul>
<p><b>Authority:</b> (as delegated by the Snowsport England Board)</p> <p>Act as advisory panel to help discipline committees on strategic decisions related to talent development in Snowsport England.</p>
<p><b>Membership:</b></p> <p>The committee will be comprised of the following roles:</p> <ul style="list-style-type: none"> <li>• Chair (appointed)</li> <li>• Secretary (one of the other roles)</li> <li>• Snowsport Discipline representatives</li> <li>• Talent Development Lead</li> </ul>

- Non-Snowsport talent development subject matter specialists
- GBS staff Invited when needed

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 (a mixture of face to face and virtual meetings)
- Minimum of 4 members to be present at each meeting
- Minutes and actions will be recorded at each meeting and circulated to members of the committee for approval
- Once approved, and no later than 21 days after the meeting has taken place, the minutes will be sent to the SE office for publication on the SE website and sent to the SE board

**Reporting and Communication:**

- Complete an annual report for AGM
- Reports to SE board, biannual
- Link to discipline committees
- Feedback to regions and clubs on progress, as required
- Liaise 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 Talent Management Group (TMG) will collaborate with the following key committees and advisory groups:

- **Discipline Committees** (Alpine/Nordic/Freestyle & Snowboard):  
The TMG will work with each of the discipline committees to advise and provide guidance on selection polices, competition programmes and squad activity.
- **Coaching and Technical Panel (CTP):**  
Link closely with the CTP to ensure coaching pathway is meeting needs of the talent pathway with regards to developing talent

- **Participation and Insight Action Group:**  
Ensure participation programmes consider talent identification and development and inclusion.

**Internal and External Communications:**

The talent lead will ensure the SE team are aware of the workings of the group and will share items when appropriate.

Individuals from the Talent Management Group may attend other key committee meetings to ensure information is flowing through Snowsport England appropriately.

The annual planner may be shared to all key committees to allow each of them to understand what the Talent Management Group is working on.

It may be possible for members of other key committees to attend Talent Management Group meetings to listen in to the discussion and help improve understanding of the groups role.

**Resources and Budget:**

If funding for specific talent project is required, this can be taken to the Snowsport England board.

**Deliverables:**

- List of Key Performance Indicators to be delivered 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 accepted:** September 2020

## Talent Management Group Roles and Responsibilities

Role	Responsibility
<b>Chair</b>	<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><b>Ensure the committee functions properly:</b></p> <ul style="list-style-type: none"> <li>• To plan and run meetings in accordance with the Terms of Reference</li> <li>• To ensure matters are dealt with in an orderly, efficient manner</li> <li>• To bring impartiality and objectivity to meetings and decision-making</li> <li>• To facilitate change in line with Snowsport England’s Strategy</li> <li>• To plan for recruitment and renewal of the Committee</li> </ul> <p><b>Ensure the committee is managed effectively:</b></p> <ul style="list-style-type: none"> <li>• To liaise with the CEO, as appropriate, to keep an overview of Snowsport England affairs</li> <li>• To co-ordinate the committee to ensure aims are being met and reviewed</li> <li>• To facilitate change and development within the committee’s scope</li> </ul> <p><b>Represent the organisation:</b></p> <ul style="list-style-type: none"> <li>• To effectively communicate the vision and purpose of the committee and Snowsport England</li> <li>• To advocate for Snowsport England and represent the committee at external meetings and events</li> <li>• To be aware of current issues that might affect the committee</li> <li>• To attend internal meetings with other committees, regions or clubs as required</li> </ul> <p><b>Skills / prerequisites:</b></p> <ul style="list-style-type: none"> <li>• Good leadership skills</li> <li>• Good communication and interpersonal skills</li> <li>• Impartiality, fairness, and the ability to respect confidences</li> <li>• Ability to ensure decisions are taken and followed-up</li> <li>• Good timekeeping</li> <li>• Tact and diplomacy</li> <li>• Understanding of the roles/responsibilities of a committee</li> <li>• Experience of organisational and people management</li> </ul>
<b>Secretary</b>	<p><b>Ensure Responsible Administration:</b></p> <ul style="list-style-type: none"> <li>• To formulate and circulate an agenda prior to each meeting</li> <li>• To ensure that minutes are recorded</li> <li>• To ensure that minutes are approved by the committee and published within 21 days of the meeting</li> </ul>

	<ul style="list-style-type: none"> <li>• To provide SE Communications Lead and Operations Manager with summary of minutes once published highlighting key points</li> </ul> <p><b>Qualities and Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Organisational ability</li> <li>• Experience of committee work and procedures</li> <li>• Minute-taking experience (if this is not being delegated)</li> <li>• Good communication and interpersonal skills</li> <li>• Impartiality, fairness, and the ability to respect confidences</li> <li>• Approachable and sensitive to the feelings of others</li> <li>• Well organised and an eye for detail</li> <li>• Ability to work well with the Chair</li> <li>• Good timekeeping</li> </ul> <p><b>Time Commitment:</b></p> <p>The role of Secretary requires an estimated commitment of 2 hours per month</p>
<p><b>Snowsport Discipline Representative (number TBD)</b></p>	<ul style="list-style-type: none"> <li>• Experience of coaching or managing Snowsport athletes in a talent development environment</li> <li>• Understanding of the principles of developing talent within a talent pathway</li> <li>• Good knowledge of the UK Snowsport landscape</li> <li>• A willingness to challenge the accepted norms within Snowsport in the UK</li> <li>• Excellent communication skills</li> </ul>
<p><b>“Non-Snowsport” subject matter specialist</b></p>	<ul style="list-style-type: none"> <li>• Experience of working within a talent pathway outside of Snowsports either as a coach or practitioner</li> <li>• Creative thinker and ability to challenge the norms</li> <li>• Excellent communication skills</li> </ul>