

## REMUNERATION COMMITTEE: Terms of Reference

**Purpose:**

The Board has established a remuneration Committee to make sure staff salaries and bonuses are set and approved in line with market rates and within the budget constraints of the organisation.

**Membership and attendance:**

- The Chair, Finance director, CEO & one other director
- CEO will not be in attendance for discussion on own salary

**Meetings:**

There will be at least one meeting a year.  
A quorum for the meeting will be a minimum of 2 members.

**Duties:**

1. The remuneration Committee will advise the Board on:
  - On any staff salaries changes
  - On any staff bonus's
  - Any other matters where requested to do so by the Board.
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2. The Remuneration Committee will periodically review its own effectiveness and report the results of that review to the Board.
3. The Remuneration Committee will report to the Board on an annual basis, timed to fit with annual staff appraisals.

**Power:**

The Remuneration Committee is authorised to obtain independent professional advice or ask any other official to attend if it considers this necessary, subject to budgets agreed by the Board.

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