

GOVERNANCE OF SUB COMMITTEES

The England Touch Association's (ETA) governing document allows the Executive Board to form Sub-Committees to either deal with one-off issues or support the ongoing needs of England Touch.

Each sub-committee is a group established and held in accordance with the Association By Laws. It is important that such committees are governed appropriately, therefore it is a requirement that each sub-committee completes a 'Terms of Reference' document that outlines:

- Purpose of the committee
- How and why the committee was formed
- How are members of the committee selected
- How does the committee work
- How does the committee recommend initiatives to the Executive Board
- How frequently the need for the committee is reviewed
- How often the committee meets

BENEFITS OF SUB COMMITTEES

- Meet between Executive Board meetings to progress work in certain areas before reporting back to the main Board.
- Pull in expertise from outside the Executive Board by appointing people to committees who do not hold a Board position.
- Involving external members for committees is a good training ground and succession plan for potential new Executive Board members

ETA STRUCTURE

A copy of the Executive Committee and Sub Committees can be found here? [\(Link to doc on website\)](#)

An ETA Terms of Reference template document is provided to assist you to meet these requirements, however should you have any further questions please do not hesitate to contact Carly Heselwood, Governance Director by email: carly@englandtouch.org.uk

Terms of Reference



| Sub-Committee | |
|------------------|--|
| Name | Required for structure map and general communication |
| Period of Office | Period from mm/yy until the end of mm/yy Report formally to the Executive Board via the X Director |
| Purpose | Explain why has the sub-committee been established |
| Membership | Members with expertise and experience appropriate to the purpose of the sub-committee, reference specific detail if required |
| Quorum | At least three committee members |
| Chair Person | To be appointed by the Executive Committee |
| Meetings | The frequency of meetings will be determined by the Chair of the sub-committee. |
| Objectives | Explain the broader scope of the sub-committee which reflect the requirements of the Executive Committee |
| Jurisdiction | Specifying principal work focus areas of the sub-committee |
| Date Agreed | |
| Date for Review | |