



## TERMS OF REFERENCE - MEMBERS ADVISORY GROUP

### 1. Establishment

Members Advisory Group is established by the Board.

### 2. Responsibility

Members Advisory Group shall be independent of the Board and shall be responsible for its own recommendations and actions under its own procedures and its Terms of Reference

### 3. Purpose

Members Advisory Group shall be the main advisory group working with the Board.

### 4. Roles

Members Advisory Group shall have the following roles:-

- a) To provide a source of expert advice to the Board on key strategic issues
- b) To work with the Board to promote and uphold the shared values of Table Tennis England
- c) To be consulted by the Board on key strategic and operational initiatives and to raise major issues with the Board.
- d) To communicate with the Board following Members Advisory Group meetings and through regular meetings with the Chairman and Chief Executive as well as electronically.
- e) To be eligible to appoint up to two representatives to sit on the Nominations Committee.
- f) To work with the Board to provide the membership with information on any relevant matter, including when and why Members Advisory Group advice has not been followed.
- g) To work with the Board as ambassadors in promoting Table Tennis England and its strategy.
- h) To issue an Annual Review to the membership on the work undertaken by Members Advisory Group and its interaction with the Board.
- i) To establish sub-groups following due process reflecting the functional areas represented in Members Advisory Group and to work with them and any other advisers or advisory groups reflecting functional and members' activities.

- 4 Membership  
Membership of Members Advisory Group shall be skills- based, representing different constituencies within Table Tennis England. There shall be between 12 and 18 members -some from and representing functional areas and some representing Players. Any member of Table Tennis England may apply- except Board members and staff-and must remain a member of Table Tennis England during their tenure.
- 5 Appointment/ Election Process  
Members Advisory Group members shall be appointed through an open transparent application process followed by an Appointments Panel independent of the Board making appointments according to defined criteria and undertaking due process. This process shall be reviewed by Members Advisory Group after one year with an election process to be considered for all or part of the Members Advisory Group membership.
- 6 Governance Process  
Members Advisory Group shall be providing key advice to the Board and therefore it is essential that it operates under the same governance principles as the Board. Members Advisory Group members will be required to be free of conflicts of interest. They will be subject to term limits with a maximum total term of eight years. Initial appointments will be for two or three years with the possibility of renewal; all subsequent appointment or election processes should take into account staggered changes in the composition of the Group and succession planning
- 7 Chairman  
After an initial interim appointment of the Chairman by the Appointments Panel for 2018/19, Members Advisory Group shall elect a Chairman from within its membership before or at its first meeting of 2019/20 and then as required; the tenure will be determined by the Group. The Chairman shall chair any meeting but if not present, the members at that meeting shall elect a chairman for the meeting
- 8 Meetings  
There shall be a minimum of two and a maximum of four meetings of Members Advisory Group per Membership Year; these should be held in appropriate and convenient locations depending on the geographical location of the members. Involvement in these meetings remotely may occur and in general, use of virtual technology for communications by Members Advisory Group and its sub-groups is encouraged
- 9 Agendas  
Agendas of Members Advisory Group meetings shall be set by the Chairman after appropriate consultation and circulated in advance.
- 10 Quorum  
The quorum for any meeting of Members Advisory Group shall be five -three from the Functional areas and two from the Player members.

- 11 Voting  
Each member of Members Advisory Group present at a meeting -either in person or remotely- shall have one vote but the chairman of the meeting shall have a second and casting vote.
  
- 12 Minutes  
Minutes of each meeting of Members Advisory Group shall be recorded and published on the Table Tennis England website along with any other appropriate information relevant to the Group. Secretarial assistance shall be provided by Table Tennis England staff.
  
- 13 Terms of Reference  
These Terms of Reference have been established by the Board and shall be reviewed annually with Members Advisory Group.