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**TERMS OF REFERENCE**  
**Network Group**  
**Issue 1, 12<sup>th</sup> August 2021**

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The Network Group (hereafter ‘the Group’) shall be a Sub Committee of Table Tennis England (‘TTE’), responsible to the Board.

### **Purpose**

The purpose of the Group shall be:

- Identify expertise and support required by Table Tennis England Support Committees and make recommendations.
- Coordinate the creation of specialised networks that can provide expertise and support to ensure outcomes and outputs can be delivered.

### **Composition**

The Network Group will be appointed by the Board and shall include the Chairperson of the Board, Chief Executive Officer, an Appointed Director, an Elected Director and Head of Operations and Governance - Secretary.

The Chair of the Group shall be an appointed role. At any meeting of the Group at which the Chair is not present the other members shall agree a Chair but only that meeting.

All members of the Group shall adhere to the Nolan principals of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

### **Meetings**

The Group shall meet as required and meetings may be physical or virtual and day-to-day Group business will be carried out via email.

The quorum of the meeting shall be the majority of the group. At any meeting of the Committee at which the Chair is not present the other members shall agree a Chair for that meeting only.

Minutes of each meeting shall be produced and maintained.

Group members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed Group business, in line with the Table Tennis England volunteer expenses policy.

### **Responsibilities**

The Network Group includes two different aspects: -

- Oversight of Support Groups for those operational matters not undertaken by staff

- Oversight of Individual Advisers for those operational matters undertaken by staff
- Review of tenure and recruitment as per tenure rotation

These networks will vary according to the requirements of the outcomes and outputs required but will fall into a number of categories with differing representation and reporting lines.

- Board Committees/Groups – Key Strategic and operation groups with large Board and staff representation – report back directly to the Board
- Support Committee/Groups – decision and delivery groups delivering the mechanics of the formal sport – work closely with the Heads of Departments.
- Individual Advisers – individuals to support and advise staff in organisational roles
- Staff Project Groups – ad hoc start and finish groups