TERMS OF REFERENCE
Competition Committee

Purpose

The purpose of the Committee shall be to advise and make recommendations to the Board and Executive team on strategic matters relating to the Competition programme, ensuring it is aligned to *Table Tennis United*.

It shall not be a talk shop body but an outcome focused Committee whose attention is on identified key business areas. From time to time, the Committee shall oversee 'task and finish' projects that might be needed to accelerate or inform key activity.

Scope of Responsibilities

1. Provide support and critically evaluate the progress of the Table Tennis England Competition programme in respect of strategic objectives;
2. Provide guidance and advice to the Head of Competition & Events in drafting the annual strategy implementation plan, including the impact measures, for the Competition programme for approval by the Board.
3. With the Head of Competition & Events, review the long-term financial forecast, annual budget and H2 forecast for the Competition programme prior to presenting to the Board;
4. Monitor the Risk Register in relation to the Competition team;
5. The Committee may receive, request and/or evaluate reports, draft policies and recommendations from the Head of Competition & Events, who is responsible for the Competition programme.

Delegated Authority

1. To appoint Tier 2 Sub Committees to the Competition Committee, and the respective Terms of Reference, and any 'start and finish' Steering Groups as required, where a focus on a specific strategic matter, requiring particular expertise, may be needed.

Composition of the Competition Committee

1. The Chair shall be a member of the Board of Directors and appointed by the Board of Directors
2. Two additional members of the Board of Directors may become a member of the Committee at the discretion of the Board of Directors
3. If a Board member is a member of a committee and they cease to be a member of the Board of Directors, they cease to be a member of the committee.
4. The Head of Competition & Events and/or Director of Development
5. Up to four additional members of the Competition Committee with relevant and demonstrable experience relevant to the identified outcome(s)
6. Other relevant skills or expertise may be co-opted from time to time to support a specific matter
7. The recruitment of Committee members will be undertaken by the CEO/Chair of the Organisation, an Independent Director & an Elected Director (one of which will be the Chair of the Committee), and recruitment will be based on the required skills/expertise required to fulfil these Terms of Reference, working with the Chair of the Competition Committee. The Board of Directors will approve all appointments.

8. The Chair of the Board and the Chief Executive shall be ex-officio members of the Committee.

Competition Committee Procedures

1. The Board may refer specific strategic matters to the Committee.
2. At the start of the business year, and in reference to the annual implementation plan, the Committee shall identify the focus areas and review its Terms of Reference for the Committee and present updates to Governance and Risk Committee to present to the Board for approval
3. At the start of the business year, and in reference to the annual strategic implementation plan, the Committee shall identify the focus areas for the Committee and present to the Board for approval
4. The Committee shall be responsible to the Board, and at each Board meeting, provide reports and updates, the identification of risks, its successes, and any recommendations
5. The Committee shall meet a minimum of four times a year. These can be virtual or physical meetings.
6. The quorum of the meeting shall be a majority of the Committee.
7. Every endeavour will be made to reach decisions on the basis of consensus, but where a matter needs to be put to the vote it shall be by show of hands and a decision shall be on the basis of a simple majority. All members of the Committee shall have one vote and the Chair shall be entitled to cast both a deliberative and, if necessary, a casting vote.
8. At any meeting of the Committee at which the Chair is not present the other members of the Committee shall agree a Chair for that meeting.
9. Minutes of each meeting shall be produced, maintained, and presented to Board.
10. The Committee is expected to work alongside and in support of the Executive Team supporting the development of a workplan to support the delivery of Table Tennis England's strategic priorities.
11. Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed committee business, in line with the Table Tennis England volunteer expenses policy.
12. Proactively ensure equality, diversity and inclusion is included into the composition, activity and thought leadership of the Committee.
13. All members of the Committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
14. The composition, structure and business of the Committee will ensure, where appropriate, that it is compliant with the Code for Sports Governance.
15. All members may serve for a maximum tenure of four years and be reappointed for a maximum of two terms. Members will be eligible for reappointment after a four-year break.

Reporting

The Committee shall report to Board of Directors, with update reports provided by the Chair / Director of Development. Items of a strategic nature will be referred to the Board of Directors for its consideration.

Appendix A: Decision flowchart