



National and International Events Committee Terms of Reference

Introduction

The National and International Events Committee (the Committee) is a Committee of the British Triathlon Federation (BTF) Main Board.

The Committee has been established to support the Board in their ambition around the Major Events Strategy.

The Committee is authorised by the Board to seek any information it requires from any employee of BTF in order to perform its duties.

Purpose

The purpose of the committee will be to ensure:

- the delivery of the Major Events Strategy as approved by the BTF Board and submitted to other key stakeholders such as UK Sport;
- that the Major Events are an integrated part of the established events structure of the Home Nations contributing to a clear and identifiable pathway for emerging and established elite talent;
- that strong links exist with the International Committee to assist in the delivery of the international strategy as required and to establish the UK as a significant venue for elite international triathlon events
- that Major Events in the UK will help in the development of athletes in the WCP;
- that Major Events are an integral part of the strategic plan for British Triathlon by showcasing the sport for commercial partners and as an encouragement to increase participation;
- that relationships with key stakeholders (including but not limited to Event Organisers, Regional Development Agencies, Local Authorities) are bound by agreement and common understanding;
- the appropriate process for tendering and allocating the delivery of Major Events in a timely manner;

- the management of the events calendar on an annual basis;
- that a pathway for Age Groupers is developed and delivered that enables age group representation at national and international recognition;
- that Major Events are developed on an inclusive basis for people of ethnic minorities and with a disability be they athletes, spectators, officials or media.

Committee Membership (7):

- BTF Board Director National & International Events (Chair)
- BTF Events Officer
- Representatives of the three Home Nations with responsibility for events
- BTF Board Director, Age Group
- International Athletes Representative

In the absence of the Chair, the Committee may nominate another Non-Executive Board Member to deputise in his/her absence.

Reporting

Where reasonable possible, minutes of each Committee Meeting will be tabled to the subsequent Main Board meeting and, where necessary, the Chair of the Committee will provide a report to the Main Board on any substantive matters of importance and any material issues or concerns.

The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

Minutes are held at BTF HQ.

Quorum

A minimum of 3 members of the Committee must be present for the meeting to be deemed quorate.

Resolutions and voting

Decisions of the Committee shall be taken by resolution and recorded in the minutes of the meeting at which such a resolution is passed.

Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Committee Member shall have one vote.

Meetings:

- The National & International Events Committee will meet two to three times a year as required.

The Committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter.

The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

The BTF Board or the Chief Executive may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

Notices of meetings shall contain information relating to venue, time, date and agenda. Papers to meetings shall be circulated at least one week before the date of the meeting.

Terms of reference and committee effectiveness

The Committee's terms of reference and effectiveness will be reviewed at least annually by the Board and the Committee, including a review of membership and relevant skills and any changes considered necessary must be approved by the Board.

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