

Terms of Reference for National Council

1. General

1.1 This document sets out the Terms of Reference of the England Council (referred to in this document as the National Council) of England Athletics. It is primarily for use by existing or prospective National Council Members and Regional Councils, as well as the members of England Athletics and other key stakeholders within the sport of athletics and running in England.

1.2 It supplements those sections of the Articles of Association of England Athletics Limited that deal with National Council (primarily Articles 79 to 97). Words defined in the Articles shall have the same meaning in these Terms.

2. Membership of National Council

2.1 The National Council shall consist of:

- an elected representative of each Regional Council;
- the Chairperson of England Athletics;
- co-opted members appointed in accordance with Article 87 in order to enhance diversity representation and to meet skills and knowledge requirements; and
- any individual the subject of a resolution by the directors under Article 85.

2.2 The Chief Executive of the Company may be invited to attend meetings to advise on any matters delegated to the National Council pursuant to Article 89.

2.3 The National Council shall endeavour to maintain a gender balance of a minimum of 30% of each gender and shall consider this when co-opting members.

2.4 The National Council shall endeavour to incorporate representation from all sectors of the sport of athletics and running in England including both track and off-track knowledge and experience.

2.5 The National Council shall endeavour to ensure that its membership is representative of the wider sport of athletics and running in England including the young, disabled and ethnically diverse communities.

2.6 National Council members must sign a code of conduct.

2.7 The Chair of the National Council will be elected and ratified in accordance with Article 80. For the avoidance of doubt, ratification of the appointment of the Chair by the directors shall relate solely to satisfaction of the essential skills and knowledge requirements as set out in the job description for the Chair of the National Council.

3. Meetings of National Council

3.1 National Council are expected to hold meetings with sufficient frequency to fulfil their key Functions and Responsibilities. Such meetings will be synchronised with meetings of the Regional Councils, and the England Athletics Board to ensure that consultation topics from the Board are fed to the National Council and then through to the Regional Councils (and back) to ensure alignment of the entire system. This will typically mean that National Council will meet between 4-6 times per year.

3.2 Meetings will often be held in person and should be held where most convenient for the National Council members. The use of technology such as conference calling is encouraged to ensure maximum contribution of members.

3.3 The date, venue or time of any meeting will not be changed without all members of the National Council being given at least one week's notice of the revised date, venue, or time of the meeting.

3.4 National Council may also invite other key stakeholders to attend (but not to vote at) meetings dependent on the consultative matters being discussed.

3.5 The meeting will be administered by the England Athletics Board & NED Secretary.

3.6 The agenda and papers for each meeting will be submitted under the authority of the Chair and will be circulated to members of the National Council at least one week prior to the meeting. Papers not complying with these requirements can be tabled at the meeting with the prior approval of the Chair.

3.7 The quorum will be eight members. Members of the National Council may be present in person or through any other means of communication but to count towards a quorum, members must be able to fully hear and fully participate in the meeting. In the event that a Regional Council representative is unable to attend a meeting of the National Council, that Regional Council may exceptionally send a deputy to represent the Region who shall count towards the quorum and will be entitled to vote on behalf of the Region.

3.8. Each elected member of the National Council (as above) shall, in the absence of conflicts of interest, have one vote at meetings. Co-opted members also have votes except on the election of the Chair.

3.9 The Chair may vote on any issue. If having done so and the voting is level, the Chair may if they so decide exercise an additional casting vote to decide the issue.

3.10 The England Athletics Board & NED Secretary is responsible for producing minutes of the National Council meetings. The minutes will be circulated to all National Council members and appropriate attendees within two weeks.

3.11 The outcomes of the National Council meetings will be published on the England Athletics' website.

4. Key Roles and Responsibilities of National Council

4.1 The responsibilities of the National Council are contained within the England Athletics Articles of Association. The key responsibilities are as follows:

- To provide two nominated representatives to serve as directors on the Board.
- To assist England Athletics in the dissemination to its members and other stakeholders of its Strategy and plans for the implementation or the revision of that Strategy and advise the Board on responses received following this dissemination, suggest improvements and/or notify any significant concerns. The England Athletics Executive shall ensure that appropriate briefing and other relevant information is provided to the National Council on a timely basis to assist the Council in discharging these responsibilities.

- To assist England Athletics in the consultation process with its members and advise the Board on responses received during the consultation and/or of any significant concerns that may affect athletics and/or running.
- To work with, support, monitor and provide guidance to the Regional Councils and feedback any appropriate concerns from the Regional Councils to the Board.
- To contribute to the formulation of national policies and strategies by identifying regional priorities and bringing them to the attention of the Board and through contributing to Board themed Task and Finish groups as and when established.
- To monitor the effectiveness of national strategy and policy and its execution across England and providing feedback to England Athletics through to the Board.
- To work with EA staff on deciding the recipients at National level of the Annual Volunteer Awards.
- To organise, with support from EA staff, the annual National Council Conference.

5. Reporting

5.1. The minutes of the National Council meetings will be submitted to the Board and the Chair of the National Council will report to the Chair of the Board any specific items for discussion.

5.2. The England Athletics Executive team shall provide to the National Council on a quarterly basis (or other appropriate interval to be agreed by the National Council) a report showing relevant information regarding achievement of England Athletics' Key Performance Indicators (KPIs) analysed by Region, including though not confined to information regarding numbers of clubs, athletes, coaches, and officials.

5.3. The Chair of the National Council shall provide a report at the Annual General Meeting.

6. Standards

6.1 It is the responsibility of the National Council to ensure that the National Council follows appropriate good practice as laid down in the England Athletics' Policies, Principles and Values and to take remedial action where this is found not to be the case.

7. Training

7.1 A programme of induction and continued professional development training will be made available and supported by England Athletics to National Council members to support them to perform their duties.

8. Remuneration and Expenses

8.1 National Council members may claim out of pocket expenses, incurred wholly and necessarily in connection with the performance of the above activities, in accordance with the policy set out by England Athletics.

8.2 Each Regional Council to determine the split of the fee where the member of National Council is not the Chair of the Regional Council.