



## **TERMS OF REFERENCE FOR MEMBERS OF THE EHA BOARD OF DIRECTORS**

### **Background**

The England Handball Association Limited ('EHA') is a company limited by guarantee, and its Memorandum & Articles were registered on 29 August 2009 with Companies House under the number: 7003182.

The EHA is also recognised by the five Sport Councils in the United Kingdom, under their Joint Policy on Recognition, as the National Governing Body for the sport of Handball in England.

### **Role of the Board**

The role of the Board is to conduct its business in such a way as to:

### **Decision Taking**

- take balanced and objective decisions in the performance of its agreed role and functions with special reference to the governance recommendations contained in the various codes of conduct recommended from time to time;
- make clear what powers the Board reserves for itself and what it has delegated to staff and/or Committees/Development Groups;
- include on the agenda reports from all Committees and/or Development Groups and all matters reserved for Board consideration;
- ensure that all matters discussed and agreed by the Board are properly minuted and recorded; and
- ensure that the Board is consulted about and receives adequate information in a timely fashion about any matter which would have a material effect on the EHA and, if thought necessary, authorise any announcement to members giving details of such matters.

### **Strategy & Policy Setting**

- set a strategy for the future of the EHA's business as the National Governing Body for Handball in England;
- scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance; and
- ensure that Board Members develop an understanding of the views of the Development Groups and of the Company's major funding partners.

### **Operational Oversight & Risk Management**

- ensure that strategies, plans and policies relating to the finances and proposed activities which may have a material effect on the Company are proposed for the Board's approval in a timely fashion;
- ensure that the decisions of the Board are fully, promptly and properly carried out;
- satisfy itself that the integrity of financial information and that financial controls and systems of risk management are robust and defensible; and
- take appropriate steps to manage and mitigate identified risks.

### **Management of Resources**

- ensure that the EHA has, or can obtain, the necessary resources having regard to the obligations the Board to further the interests of the members of England Handball;
- take decisions on the following matters:
  - the appointment, dismissal and remuneration of Senior Staff;
  - the appointment and removal of any Company Secretary;
  - succession planning;
- recruit and retain the people the EHA needs to implement its strategy; and
- ensure that the Board has adequate opportunities to meet on a regular basis and evaluate the performance of the Senior Staff in the EHA.

### **Financial & Business Oversight**

- operate, as a limited company, with high standards of financial efficiency and probity to enable the EHA to sustain growth for the benefit of its members and the sport as a whole;
- ensure that the financial and governance decisions of the Board are fully, promptly and properly carried out;
- properly consider and fix all aspects of remuneration of Senior Staff; and
- approve and publish each year the relevant statutory Annual Report & Financial Statements for the EHA.

### **Training & Development**

- ensure that new Board Members receive a full, formal and tailored induction on joining the Board and regularly update and refresh their skills and knowledge;
- conduct an annual review of the outcomes and effectiveness of the activities of the Board and its Committees/Development Groups;
- ensure that the performance of individual Board Members, with regard to their portfolio of responsibilities, is evaluated at least once a year;
- give all the Board Members appropriate opportunities to acquire sufficient knowledge and understanding of the EHA's business to enable them to make informed judgements; and
- identify and meet the developmental needs of individual Board Members and address the developmental needs of the Board as a whole with a view to enhancing its overall effectiveness.

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*Approved by the Board: 18/11/2017*

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