

EHA Youth Advisory group Terms of Reference

Introduction

The England Handball Association Limited ('EHA') is a company limited by guarantee, registered 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.

The EHA Board of Directors has powers:

- To establish committees and groups, subordinate to the Board, and to delegate relevant powers to them (Article 47);
- To appoint committee and group members (Article 48);
- To remove committee and group members (Article 49); and
- To set out delegated authority and terms of reference for the committees and groups (Article 50)

These terms of reference are supplemental to the Articles and should be read alongside the Articles referred to above.

Delegated Authority and Responsibilities

While the EHA Board maintains its focus on strategy, policy setting, review and high-level oversight, advisory groups and Committees can fulfil an intermediate role in support of operational effectiveness. The Board delegates authority to the Youth Advisory Group in respect of the primary purpose and responsibilities below. There is no budget assigned to this work and any resources required to fulfil the purpose shall be at the discretion of the EHA Board.

For the purposes of clarity, the various groups and committees of the Board are defined as follows:

Committees – sometimes referred to as standing committees, they are awarded powers and authority from the Board to oversee, manage or deliver priority areas for the business. This might include audit and governance, , nominations or remuneration committees. Delegated authority can include access to resources and data. Committees report to the Board.

Working groups – sometimes referred to as task and finish groups, they are often established to complete a project on behalf of the Board. They will have delegated authority set out in the terms of reference and often work to complete the project to a specific deadline after which the working may not longer be needed. Delegated authority can include access to resources and data. If created by the Board, working groups will report back to the Board.

Advisory groups – these groups are created to provide advice and guidance to the Board. They may be tasked with reviewing an area of the business, applying relevant expertise and making recommendations to the Board. If created by the Board, advisory groups will report back to the Board.

Membership of committees and groups may include Directors, staff, EHA members and independent members subject to the purpose and outputs required.

Purpose of the Youth Advisory Group

The purpose of the Youth Advisory group is to ensure the voice of young people from within the handball community is represented in decisions made by the EHA board and management team.

Principal responsibilities:

- To provide insight and youth perspective on all relevant EHA activities
- To consider, discuss and make recommendations on any major development activities that will impact youth handball in England
- Champion and represent the work of the EHA across the handball community
- To support the EHA Board and Management team by serving as an ambassador within the youth handball community
- Provide the Board and Management team with practical advice on dealing with issues relating to engaging young people
- To liaise with other young people involved in Handball ,seeking their views on relevant EHA activities and reporting those to the Advisory Group.

Authority

The Board authorises the Youth Advisory Group to carry out the duties set out in these terms of reference, and to have unrestricted access to the Association's documents and information.

The Board authorises the Youth Advisory Group to seek any information it requires from any employee or director of the Association, and all such employees or directors will be directed to co-operate with any reasonable request made by the group.

A duly convened meeting of the Youth Advisory Group at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the group.

These terms of reference shall be published on the Association's website.

Membership

The group shall comprise of at least 6 people consisting of at least one member of the EHA Management team and five youth representatives aged 14-19 from affiliated clubs.

The Youth Advisory group will be inclusive, reflecting the diversity of young people from within the handball community and will be balanced as much as possible across age, gender, ethnicity, disability, sexual orientation, socio-economic status and geography.

Appointments to the group are made by the Management team in consultation with the Board, following an open application process including the appointment of group Chair.

Meetings and Quorum

Meetings can be held online or in person, as appropriate to the business at hand and Committee members' availability. Meetings shall be held at least three times per year which all members are expected to attend.

The quorum necessary for the transaction of business at a Youth Advisory Group meeting shall be four members.

The England Handball Association

The Halliwell Jones Stadium · Winwick Road · Warrington · WA2 7NE

E office@englandhandball.com **T** 01925 246 482



Voting arrangements

Each member of the group shall have one vote which may be cast on matters considered at the meeting. Votes can only be cast by members attending a meeting of the group (whether in person or by audio or video conference).

If a matter that is considered by the group is one where a member of the group, either directly or indirectly has a personal interest, that member shall not be permitted to vote at the meeting.

Reporting responsibilities

The Youth Advisory Group shall make its recommendations and report to the Board on how it has discharged its responsibilities at least three times per year.

General Matters

In carrying out its duties, the group shall give due consideration to all relevant laws and regulations, in particular, the directors' duties contained in the Companies Act 2006, the provisions of the Code for Sports Governance and any other applicable rules, as appropriate.

The group shall review these terms of reference annually to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

Drafted: 28/04/19

Approved by the Board:

Review Due: