



# BRITISH FENCING

## BF COMMITTEE NOTES

The BF Board is the executive authority with ultimate responsibility for every aspect of the sport within the jurisdiction of BF. The duties, Constitution and powers of the BF Board are laid down in the BF Articles.

These revised Committee Notes are based on the Board's review of the BF committee structure, functions and responsibilities, based upon today's governance standards.

### **1. COMMITTEE OPERATING PRINCIPLES**

The Committee Operating Principles form the basis of all BF Committees' Terms of Reference and operation. Any variations must be agreed with the BF Board.

#### **A. Types of BF Committee**

- a) **Board Committees** - these are committees of the Board, comprising Board members and others co-opted for specific tasks or skills. All appointments are made by the Board.
- b) **Standing Committees** - these are enduring or permanent committees with special responsibilities and duties for the sport and to advise the Board. (For appointments, see below).
- c) **Working Groups or Parties** - these are ad hoc groups set up by the Board for specific tasks. All appointments are made by the Board. Present examples are - Grow Group; Marketing; Merchandising.

#### **B. Accountability**

All Committees are accountable to the BF Board, directly or indirectly. Terms of reference are set by the Board (in consultation with the Committee Chair concerned) and reviewed at two yearly intervals.

*Board Committees* are subgroups of the Board itself. Their agendas and minutes are circulated to the Board members. *Standing Committees* each have a Board member assigned to them who receives all Committee papers; he/she may attend meetings as an ex-Officio (non-voting) member.

*Reporting*; Chairs of Standing Committees report to the Board at least once a year on activities and progress; all minutes of meetings go to Board Directors. In accordance with budgeting timelines, the Committee Chairs (CCs) submit an annual written report to the CEO and Board, on the Committee's behalf, on their operations and performance against budget in the previous financial year. Based on this annual Committee report, each Committee contributes a statement for inclusion in the British Fencing Annual report.

*Support*; The BF CEO appoints a person (eg a member of staff) to support the management and administration of each Standing Committee.

*Confidentiality/Conflicts*; All Committee members (CMs) must follow British Fencing guidelines on confidentiality and conflict of interest.

### ***C. Standing Committee appointments***

CCs are appointed by the Board after open recruitment, and upon the advice of the Nominations Committee (NC). Special requirements of each Committee are taken into account.

The usual term of office for each Committee member is three years. CMs and CCs may serve a maximum of six consecutive years, although further periods may be approved specifically by the BF Board in the interests of the Committee's work and effectiveness.

All CMs & CCs must normally be a member of British Fencing; exceptions must be highlighted to the Board.

### ***D. Standing Committee strategies***

The Board expects each Committee to draw up a strategy and an operational plan, both of which must fit within the Board's long term "3G" strategy for fencing in GB. These Committee strategies and plans require Board approval. Committees should normally produce an Operational Plan for each year - on which the budget is based, unless the Board rules that for special reasons a specific Committee needs not to do so.

### ***E. Finances/Budgets***

Committees prepare budgets and submit them to the CEO as Accountable Officer. The CEO will submit them to the Board, as part of the overall annual budgeting process. All Committee budgets will be approved by the Board, on the CEO's advice, and all spending is monitored by the BF Finance Unit reporting to the CEO. All Committee spending decisions must be within budget, unless deviations have been agreed in advance with the CEO on the Board's behalf.