

## TERMS OF REFERENCE

### 1. Principal Purpose

- 1.1 The purpose of the committees of the Sport Aberdeen Board (the Board) is to deal with all relevant matters delegated by the Board pertaining to its focus of business (see below) and in doing so furthering the objectives of the company.

### 2. Membership

#### 2.1 Chairperson

The chairperson will be elected (usually at the AGM) from among members to serve for a period of one year and will act in an administrative role and will not have any powers greater than that of other members.

#### 2.2 Members

The Board shall appoint up to a minimum of three members to the committee and they are expected to ensure that there is a two-way flow of information, ideas, proposals and opinion that will represent their specialist area or interest.

#### 2.3 Ex-officio

Sport Aberdeen and Aberdeen City Council officers who will be ineligible to vote, but will provide professional advice, guidance and support. In addition, other officers may attend the committee from time to time as and when the agenda/business requires it.

#### 2.4 Co-option

Representatives, who by the nature of their (one or more of the following); status, expertise, employment, position of office, or their achievement in sports participation and/or administration, who can make a specialist contribution.

### 3. Frequency of meetings

- 3.1 The committee will meet at least six times a year, with more frequent meetings being held at the discretion of the Chairman, based on business needs and priorities. A quorum at each meeting will be at least four, (can include co-opted members) one of which must be a Board Director, plus officers.

### 4. Secretariat function

- 4.1 To be provided by the officers of Sport Aberdeen who will be responsible for arranging meetings and the subsequent taking of minutes and the preparation of reports and other information.

## 5 Committees of the Board

### 5.1 Focus for Business: Corporate Governance Committee

- To provide the strategic lead and scrutiny function for the management of all finances and resources that underpin the operation of Sport Aberdeen's portfolio of services;
- To monitor and review the financial performance of the company, reporting to the Board as required;
- To ensure that the company operates within appropriate financial regulations and complies with fiscal and charity guidelines;
- To ensure all expenditure meets Best Value principles;
- To ensure that the company meets its financial obligations to funding partners;
- To receive reports on, and contribute to the development of policy, as it relates to Sport Aberdeen business;
- To monitor, review and lead any alteration to the financial regulations of the company;
- To review the company's performance against business objectives set with the annual business plan, including the setting and measurement against key performance indicators.

### 5.2 Focus for Business: Business Development

- To provide the strategic lead for business development activity that will support all elements of Sport Aberdeen's portfolio of services;
- To monitor and review the implementation of the business development plan;
- To monitor and review the implementation of the marketing and communications strategy;
- Coordination of all media interface;
- To generate new business ideas that will increase footfall across all venues and sites, but in doing so ensuring there is a balance with the other charitable objectives of the company;
- To attract investment from sponsors, sponsorship, external grants and funding agencies to further develop services;
- To evaluate promotional campaigns, special events and the effectiveness of promotions & advertising to assess return on investment;
- To receive reports on, and contribute to the development of policy, as it relates to Sport Aberdeen business;

**5.3 Focus for Business: HR and Organisational Development Committee**

- To ensure Sport Aberdeen moves towards the aim of being the 'employer of choice'
- To provide the strategic lead for the management of all personnel functions that underpin the operation of Sport Aberdeen's portfolio of services;
- To monitor and review the performance of company personnel, providing appropriate CPD to ensure that the workforce can meet the changing demands that the service may face in future years;
- To ensure that the company and its employees operate within appropriate personnel legislation and guidelines;
- To liaise with the workforce and trade unions regarding all aspects of industrial relations, particularly in the context of employment terms and conditions;
- To receive reports on, and contribute to the development of policy, as it relates to Sport Aberdeen business;
- Pay and remuneration;
- Disciplinary matters/hearings.

**5.4 Focus for Business: Property and Asset Management Committee**

- To provide the strategic lead for managing all assets within the company portfolio;
- To annually monitor and review the asset management plan;
- To scrutinise investment proposals for facility, refurbishment, enhancement or new build;
- To receive reports on, and contribute to the development of asset management policy, as it relates to Sport Aberdeen business.

**5.5 Focus for Business: Snowsports and Adventurous Activities Committee**

- To provide advice and guidance to the Board of Directors on all aspects of snowsports and adventurous activity;
- To provide leadership and direction for the safe and effective delivery of snowsports and adventurous activity operations along with associated development programmes, initiatives and event in line with the Strategy for an Active Aberdeen 2016 - 2026;
- To oversee the integration of the new services added to Sport Aberdeen following the TUPE transfer of Adventure Aberdeen;
- To support the merger with Garthdee Alpine Sports and the integration of the charity and its business into the company;

- To receive reports on, and contribute to the development of policy relating to snowsports and adventurous activity business across the city;
- To generate new business ideas that will increase and develop participation in snowsports and adventurous activity.