

Kent County Governing Body Forum for Sport

Terms of Reference

Description

The Kent County Governing Body Forum for Sport will operate through a virtual network of selected key individuals representing their Governing Body of Sport within the County.

The virtual network will select an executive (the Board), which will manage the network. The Chair of the Board will represent the network on the Kent and Medway Sports Board.

Purpose

The aim of the forum will be to:

- Enhance communication with County Governing Bodies of Sport within Kent
- Enhance knowledge of local, regional and national initiatives, policies and funding opportunities among County Governing Bodies of Sport within Kent
- Enhance networking among County Governing Bodies of Sport within Kent
- Provide a consultative mechanism with County Governing Bodies of Sport within Kent
- Provide a mechanism for information exchange
- Provide a representative on the Kent and Medway Sports Board to represent the views of County Governing Bodies of Sport within Kent
- Representation at conferences and events in the County as appropriate

Membership

Open to all Governing Bodies of Sport as recognised by Sport England.

Each County Governing Body of Sport will be invited to nominate up to 3 representatives from their sport onto the forum. Representatives may include:

- Chair or Secretary of the County Governing Body of Sport in Kent
- County or Regional Sports Development Officer
- A volunteer, coach or official
- A regional / national representative from the sport

The Chair will send invitations into the membership of the forum.

Each member will be required to maintain their contact details on the forum. Each County Governing Body of Sport will be allowed to replace names of their representatives on the occasion of those individuals leaving the network.

Benefits to members

As a member of the Kent County Governing Body Forum for Sport you will receive the following:

- E-shots from the Kent Sports Development Unit, providing information on the latest initiatives, funding opportunities and sporting news within the County
- Opportunity to have a sports specific web page for your sport on the Kent Sports Development Unit website
- Consultation on documents such as the Strategic Framework for Sport in Kent
- Receive information on the latest training opportunities in Kent

- Opportunity to feed information into the Chair to represent your views on the Kent and Medway Sports Board
- Receive invitations to conferences and events in the county as appropriate
- Opportunity to network and share ideas with other County Governing Bodies of Sport within Kent

Executive (The Board)

Every four years, voting will take place to select an executive of four members from the virtual network; one of whom will be elected as Chair. The executive will manage the forum.

The role of the Chair

The current Chair of the Kent County Forum for Sport will carry out the role of interim Chair for the newly formed Kent County Governing Body Forum for Sport, until the Executive Board is established.

The Chair will:

- Invite members representing each County Governing Body of Sport onto the forum
- Liaise with the Executive and organise an annual meeting
- Disseminate appropriate information across the network
- Collate and manage the information the network generates
- Represent the forum on the Kent and Medway Sports Board
- Circulate minutes from the Kent and Medway Sports Board
- Liaise with the Kent Sports Development Unit, Governing Body Support Manager

Finance

The Executive will approach the Kent Sports Development Unit when requiring funding or support for specific projects.

Voting Method

Voting will be carried out through the virtual network. In the event a vote is required, the voting procedure and process will be determined as appropriate to the matter and managed by the executive.

Votes will be on the basis of one vote for each sport. Where there are multi disciplined sports or multi governing bodies for a sport, one collective vote will be accepted only.

Agreement

The Kent County Governing Body Forum for Sport will agree to:

- Distribute relevant information as and when appropriate and will consider the amount of information already being received by it's members from other sources, for which it will be sensitive to
- Store and update contact details of each member on a secure database
- All information will be treated as confidential and comply with the data protection act.

Members of the Kent County Governing Body Forum for sport will agree to:

- Distribute information received through the forum onto their network as and when appropriate, to ensure communication is enhanced within the County
- Inform the Chair of any changes in contact details, to ensure the database is kept up to date