

TERMS OF REFERENCE

1. Introduction

The Performance Committee (the Committee) is a sub-committee of the British Canoeing (BC) Board.

The Committee has been established to support the Board in discharging its responsibilities in relation to elite performance within the Olympic, Paralympic and Non-Olympic disciplines and the England Talent Programme.

The Committee shall operate within the powers delegated to it by the Board and in line with the responsibilities contained within section 3 of these Terms of Reference.

This Committee will have some overlapping responsibilities with the HR & Remunerations Committee, the Finance Committee and the Governance Committee of the Board, particularly with regards to Risk Management, Staffing and Policy review and approval. For the avoidance of doubt, where it is unclear where matters should be referred, they ought to be referred in the first instance to the Governance Committee.

2. Membership

The Committee should consist of a minimum four members, appointed by the Board, including:

- one independent director of BC who shall act as Chair;
- up to two independent individuals with relevant elite sport experience who are co-opted by the Performance Committee for a maximum of two four year terms;
- up to two executive BC staff members who shall normally be the BC Chief Executive Officer (CEO) and Director of Paddlesport.

In the absence of the Chair, the Committee may nominate another member to deputise in their absence.

The Committee may co-opt additional members, including athletes or former athletes, for a period not exceeding three years to provide specialist skills, knowledge and experience and may procure specialist advice at the expense of the organisation, subject to budgets being agreed in advance by the Board.

A member of staff from the Performance Department shall usually provide the secretariat function.

The Committee may ask any other member of the BC staff to attend a meeting to assist it with its work. It is likely the meetings will be frequently attended by the Performance Directors for Sprint and Paracanoe, and Canoe Slalom and the Director of Governance.

3. Responsibilities

The Performance Committee shall have delegated powers from the Board to carry out the

following responsibilities:

- I. Scrutinise and approve Sprint, Slalom and Paracanoe selection policies and World Class Programme qualification policies;
- II. Receive updates on the WCP/Talent/Non Olympic Performance Programmes from the Director of Paddlesport;
- III. Review and seek assurances around the feedback from the annual Culture Feedback Survey;
- IV. Oversee the development and implementation strategies across all Olympic, Talent and Non-Olympic Disciplines;
- V. Receive reports on and provide oversight of risks relevant to Olympic, Talent and Non-Olympic Disciplines; and
- VI. Receive Performance Wellbeing Group and Athlete Representative Group reports.

4. Reporting

A summary report of each meeting will be presented to the subsequent Board meeting with full Minutes also made available for review. Where necessary, the Chair of the Committee will also update the Board on any substantive matters of importance and any material issues or concerns.

The Committee shall report its decisions to the Board and make whatever recommendations it deems appropriate on any area within its remit where action or improvement is needed.

The Committee will provide the Board an Annual Report summarising its conclusions from the work it has done during the year.

5. Meetings

The Committee will meet at least four times a year. The Chair of the Committee may convene additional meetings as they deem necessary.

The meetings may be held in person or by teleconference or video conference and individual members may join a physical meeting remotely via teleconference or video conference and be regarded as present at the meeting.

Notices of meetings shall contain information relating to venue, time, date and agenda. Papers to meetings shall be circulated at least one week before the date of the meeting.

Minutes of the meeting will usually be circulated to the Committee within 14 days of the meeting.

6. Quorum

A minimum of three members of the Committee, which must include at least two of the independent members or independent chair, must be present for the meeting to be deemed quorate.

7. Resolutions and voting

Decisions of the Committee shall be taken by resolution and recorded in the minutes. Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Committee Member shall have one vote. In the event of a tied vote, the Chair shall have the casting vote.

8. Terms of reference and committee effectiveness

The Terms of Reference for the Committee and Committee effectiveness shall be reviewed at least every two years by the Board and this will include a review of membership of the Committee.

End

January 2024