



**ACTIVE
HUMBER**

Advocacy and Influence Committee Terms of Reference

Date of review	March 2025
Date of next review	March 2027
Policy owner / Lead member of staff	David Gent
Policy area	Company and Board

1. Constitution

The Trustees have established a sub-committee known as the Advocacy and Influence Committee (AIC) with terms of reference as set out within this document.

The Trustees have the power to amend the terms of reference and/or withdraw any or all powers of the Committee or at its sole discretion dissolve the Committee at any time. Any changes proposed to the terms of reference by the Committee must be approved by the Trustees.

The Trustees will regularly review the terms of reference and may amend them from time to time.

The Trustees may at any time remove, replace or add to the membership of the Committee.

The GSC shall be accountable to the Trustees and shall discuss matters of governance when the need arises and make recommendations to the main Board when appropriate.

2. Purpose

These terms of reference defines the activities for the Active Humber Advocacy and Influence Committee (AIC) as a sub-committee of the Active Humber (AH) board. The role of the AIC is to develop and coordinate consistent and effective advocacy and influence policies and programmes on behalf of the AH board and the decisions of the AIC are always subject to the AH board's approval.

3. AIC role in relation to the AH Business Plan

Each of the AH board sub-committees oversees a number of the 12 business objectives. It has been agreed that the AIC will oversee the following business objectives.

- 1.1 Insight & Learning
- 1.2 Influence & Partners
- 1.3 Promote
- 2.1 Place

AIC also has a significant role on behalf of the board to oversee the specific areas of measurement, evaluation, learning and impact. Below is how the board and the AIC will look at these 4 areas via the business plan.

1. Measurement - 4.2 Finance, Investment & Business Plan
2. Evaluation & learning – 1.1 Insight & learning
3. Impact – 1.2 Influence & Partners

4. Duties and Responsibilities

The AIC duties and responsibilities are.

- To further the implementation of the AH vision, mission and goals as it relates to advocacy and influence.
- Advocate for and influence local, regional and national policies and programmes that effect physical activity and sport.
- Provide a leadership role in building the capability and capacity of the physical activity and sport sector on matters of advocacy and influence.
- To develop and establish the key policy priorities and activities for AH and make recommendations to the Board on advocacy and influence.
- To develop effective relationships with Government and other key stakeholders who are of strategic importance for AH.
- Inform discussion on advocacy and influence policies and programmes in an open and transparent way.
- Effectively communicate AH perspective on advocacy and influence matters.
- To develop a strategy and programme of activity around advocacy and influence.

5. Membership

All members of the GSC and its Chair shall be appointed by the main Board. The GSC may recommend potential members for consideration by the Board.

Members of the AIC shall be appointed by the AH board and comprise:

- 3 board members and not less than 2 board members
- The CEO, Director of Development and other appropriate Active Humber staff members.
- Up to three co-opted members, with appropriate expertise in policy, advocacy and influence.

AIC members shall be appointed for a term of four years. Members of the AIC cannot serve more than two consecutive terms. The AIC will be mindful of the importance of diversity in AIC members and seek representation from across the community. The AIC may require the expertise of a person, or persons who can assist in its deliberations. The AIC may co-opt members for a specified time and for a specified task.

The AIC will meet at least twice a year and report to the board at least twice a year. A quorum shall be a majority greater than 50% of the membership. Invited persons in attendance for all or part of a meeting, shall not have any voting rights.

Any agenda item where a member has a conflict of interest or potential conflict of interest should declare such interest at the beginning of the meeting. At the discretion of the Chair the member may be asked to leave the meeting or not to participate in the discussion or vote.

The members should have skills appropriate to satisfy the purposes of the GSC. These include a competent knowledge and understanding of the sector as well as a member who has recent and relevant financial experience.

Where appropriate the AIC may appoint a third party to support the core function of Active Humber without prior consultation with the board if it is deemed appropriate.

All members will be inducted on recruitment to the AIC. This induction will cover roles and responsibilities of the AIC members and the purpose of the AIC. Training will be provided to members when required.

6. Meetings

A meeting of the AIC will be deemed to be quorate if at least one member and one of the nominated Operational Team are in attendance.

The schedule of meetings will be determined by the schedule of Board meetings, but the sub-committee will seek to meet within the six to two weeks prior to every Board meeting. The meetings will take place in person, by telephone or virtual electronic means with additional meetings called as required.

If the Chair is not in attendance a Trustee present will chair the meeting.

The Chair will be responsible for reporting how the AIC has discharged its duties to the remaining Trustees at the main Board meeting. This will include;

- any significant issues considered in relation to advocacy and influence and how these issues were addressed.
- any additional issues the Board has requested investigation or further details of.

The AIC will record its decisions and report at the next board meeting as to the decisions taken and those items needing the approval of the Board.

7. Risk

The AIC must assess the risks involved in any advocacy and influence work, including such considerations as: politics, endorsements, reputational risk, scope of practice/expertise and how likely to adversely impact the charity's resources. The board, staff and others should be consulted on advocacy and influence matters that are contentious and the AIC should seek a consensus before making recommendations to the board. Topics which are deemed potentially sensitive, contentious or divisive with respect to public opinion or those working in the sector, a risk analysis and mitigation strategy needs to be developed to inform the decision of the board to proceed with the policy and/or approach.

8. External Guidance

If the GSC becomes aware of an issue which is not covered in this Terms of Reference, guidance can be sought from the following documents/ websites;

A Code for Sports Governance (UK Sport and Sport England) -

<https://www.sportengland.org/funds-and-campaigns/code-sports-governance?section=tier-3-requirements-with-commentary>