



ENGLISH COUNCIL

TERMS OF REFERENCE

The BCU Board has overall control of canoeing in England but delegates the management and governance of canoeing in England to an English Council.

1. Composition and Representation

1.1 The English Council comprises of representatives from:

The 11 English Regions: (North East, Cumbria, Yorkshire, North West, East Midlands, West Midlands, East, London, South East, Southern, South West).

The 11 Discipline committees, (Canoe Sprint, Canoe Slalom, Canoe Marathon, Wildwater Canoeing, Canoe Polo, Canoe Surf, Canoe Sailing, Canoe Freestyle, Sea Touring, Whitewater Rafting and Lifeguards).

Coaching and an appointed Access Policy Group representative.

1.2 It is assumed that the English committees are normally represented by their chairs on the English council; however, if committees would prefer an alternative then the BCU Office should be informed through the English Council Secretariat.

1.3 The 11 regions, 11 disciplines, and Coaching will each have one vote making a total of 23 votes.

1.4 The Council will, from the membership of England, appoint a Chair, Vice Chair, Access Policy Group Representative and the five English members of the BCU Board. Once these positions are appointed they will be eligible to one vote unless they already hold a position on Council ie each person only holds one vote maximum.

1.5 The Chairs of the World Class Management Group, Coaching Strategy Group together with the BCU Treasurer are automatically members of the BCU Board of Directors. Where these appointments are taken out of the home nations board quota's then the remaining members are appointed by the English Council. For example if all of the above [Chair of World Class Management Committee, Chair of Coaching strategy Group and BCU Treasurer] are English. The English council will appoint the remaining two BCU board members.

- 1.6 The Chair and Vice Chair who will serve for two years. Appointments will be made on alternative years for each post.
- 1.7 The five English BCU Board members should be appointed on a competency basis against a clear role descriptor and person specification rather than on a representative basis.
- 1.8 All representatives on English Council shall be Canoe England Full Individual Members.
- 1.9 The following areas; Recreation and Touring, Paddle-Ability, Young People, Volunteers, and Equity at present will not have a full representative committee as part of the English Council. The BCU Chief Executive as the responsible executive officer of the English Council will manage the development of these areas through the work of the BCU Director of Development.

2 Key Functions

- 2.1 To provide an integrated approach to the development and growth of our sport in England through good communication channels with key volunteers and Canoe England staff.
- 2.2 To provide a forum for representatives of each committee to represent their views at a National Level.

3. Procedures

- 3.1 The English Council will meet no less than twice a year; one of the meetings will be the Annual Consultative Meeting of the Council.
- 3.2 The Executive group of the Council will be the Chair, Vice-Chair and the five English BCU Board members. This Executive group would only meet outside of the Council if guidance is required concerning a matter that within the timescales required, could not effectively obtain that guidance from the wider Council.
- 3.3 The English Council shall normally meet as a forum where additional English committee members will be invited together with other guests as appropriate.
- 3.4 The day to day management of the English Council will be managed by the English Management Team (EMT) which will meet on a monthly basis. (Meetings are normally held at the BCU Offices in Bingham).
- 3.5 The minutes and papers of the EMT will be shared with all English Council members on a quarterly basis.

- 3.6 The EMT will comprise of the Chair and Vice Chair of the English Council, the BCU CEO and a number of the key BCU/Canoe England paid staff that undertakes a significant role in the successful delivery of the BCU outcomes for England, e.g. the Director of Development. The exact composition and numbers of persons attending the EMT meeting will be decided by the Chair, Vice Chair and CEO.
- 3.7 The Chair of English Council will chair the EMT meetings. The Vice Chair is not obligated to attend all EMT meetings.
- 3.8 For the areas Recreation and Touring, Paddle-ability, Young people, Volunteers, and Equity, there will be working/steering groups organised as required by the Director of Development to direct work programmes. This will involve as necessary key Canoe England volunteers with the appropriate skills and competencies to assist in those work programmes. The BCU Chief Executive will report at least annually to the English Council progress made in each of the above five identified development areas and will recommend to the Council as necessary any changes in the governance or management of these areas as needed