



**LEICESTERSHIRE & RUTLAND COUNTY FOOTBALL
ASSOCIATION LIMITED**

Terms of Reference

1. Membership

1.1 The Committee shall comprise a maximum of 12 members of the LRCFA Council who will be appointed by the Council in accordance with the Council Constitution. Should Council members appointed in this way leave Council before the start of the following season the Chair of Council will appoint a replacement Committee member as required.

1.2 The Chair of the Committee has the right to co-opt additional members to the Committee as required.

1.3 Only members of the Committee, Directors and County FA Staff have the right to attend Committee meetings. However, other individuals as the Chair Committee shall determine may be invited to attend for all or part of any meeting in order to assist in the Committee discussions and deliberations.

1.4 The Committee shall appoint a Committee Chair and Vice Chair at the first meeting of the football season. In the absence of the Committee Chair and Vice Chair, the remaining members present shall elect one of themselves to Chair the meeting.

2. Secretary

A member of County FA Staff shall act as the Secretary of the Committee and will be responsible for producing agendas and minutes for meetings.

3. Quorum

The quorum necessary for the transaction of business shall be three. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the powers exercisable by the Committee.

4. Frequency of Meetings

4.1 The Committee shall meet 3 times each season, on the following dates;

4.1.1 Tuesday 8th August

4.1.2 Tuesday 12th December

4.1.3 Tuesday 2nd April

4.2 The Chair of the Committee may request an additional meeting if they consider one is necessary. Requests for additional meetings by Committee members must be made to the **CEO and** Chair of the Council.

4.2 Committee meetings may take place either face to face or virtually.

5. Notice of Meetings

Meetings of the Committee shall be called by the Secretary of the Committee at the request of the Committee Chair and the schedule of meeting dates will be advised to Committee members at the first meeting of the football season.

6. Minutes of Meetings

6.1 The Committee Secretary shall minute the proceedings and resolutions of all Committee meetings.

6.2 Minutes of the Committee meetings shall be sent to the Committee Chair for approval within 7 days of the meeting and circulated promptly to all members of the Committee.

7. Duties

7.1 Safeguarding, including the voice of young people and adults at risk must be considered in any decisions made by the Committee and should be a standardised agenda item.

7.2 The Board in consultation with the County FA Senior Safeguarding Team may refer specific safeguarding matters to the Committee.

7.3 Committee to consult stakeholders to produce and review a coordinated delivery plan that can be delivered across the County Cup programme.

7.4 Committee to assign Council Delegates to represent the County Association at all finals. All Members of the committee will be required to be a Delegate at least once.

7.5 Committee Members may be called into sub-committees to look at the raising of charges for allegations of rule breaking in the competition.

8. Reporting Responsibilities

The Committee Secretary shall circulate approved Minutes to the CEO and Chair of Council after each meeting. The Committee shall make whatever recommendations to the Chair of Council it deems appropriate on any area within its remit where action or improvement is needed.

9. Expenditure

The Committee shall not have authority to incur any expenditure on behalf of LRCFA but can submit proposals for expenditure to the LRCFA Board through the **CEO and** Chair of Council.

10. Review

The Board will review the terms of reference and processes of the Committee on an annual basis.

Last reviewed date: 13/07/23