



LEICESTERSHIRE & RUTLAND COUNTY FOOTBALL ASSOCIATION LIMITED

Terms of Reference

FEMALE WORKING GROUP

1. Objectives and Role of the Female Working Group

- 1.1 Inspire positive change through objectively advising and influencing the County FA to deliver equal opportunities for women and girls to play by;
 - 1.1.1 Sustaining and grow links between schools and clubs to facilitate more playing opportunities
 - 1.1.2 Creating more team-based playing opportunities
 - 1.1.3 Extending and enhance casual opportunities to play
 - 1.1.4 Delivering safe and inclusive environment for women and girls to thrive
- 1.2 Safeguarding must be considered in any decision made by the Working Group and relevant matters referred to it
- 1.3 Equality, Diversity and Inclusion must be considered in any decision made by the Working Group and relevant matters referred to it.
- 1.4 The role of this Working Group shall be reviewed by the LRCFA Grassroots Football Steering Group annually.

2. Membership

- 2.1 The Working Group shall comprise a maximum of 12 members who will be selected by the LRCFA Grassroots Football Steering Group.
- 2.2 The LRCFA Grassroots Football Steering Group will co-opt external experts to the Working Group as required.
- 2.3 The aim is to have equal and fair representation from a variety of experience and backgrounds to ensure the Working Group can objectively advise and influence the County FA to achieve the objectives set out in these Terms of Reference.
- 2.4 Should LRCFA Football Council members appointed to the Working Group leave the Football Council, they will cease to hold the role on the Working Group. The LRCFA Grassroots Football Steering Group will appoint a replacement member as it deems appropriate.

- 2.5 The Working Groups shall appoint a Chair and Vice Chair at the first meeting of the football season.
- 2.6 Only members of the Working Group, Directors and County FA Staff have the right to attend Working Group meetings. The Working Group may invite other individuals to attend all or part of any meeting, in order to assist in the Working Groups discussions and deliberations. These invited individuals will not have a vote on any matters in such a circumstance.

3. Term Lengths

- 3.1 Each Working Group member shall serve as a Working Group member from the date of their appointment until a replacement or vacation of office in accordance with these Terms of Reference.
- 3.2 The membership of this Working Group shall be reviewed by the LRCFA Grassroots Football Steering Group annually.

4. Meetings of the Working Group

- 4.1 A Working Group shall meet no more than 3 times per season.
- 4.2 The Chair of the Working Group may request additional meetings if they consider one is necessary. Requests for additional meetings by the Working Group must be made in writing to the Chair of the LRCFA Grassroots Football Steering Group.
- 4.3 Meeting dates to be scheduled as and when determined by the Chair.
- 4.4 Meetings of the Working Group may be hosted either at a physical location(s), or on an electronic platform(s).
- 4.5 The County FA Executive, in agreement with the Chair of the Working Group may at any time postpone or cancel a meeting and give no less than 4 days' notice to each member of the Working Group of such postponement or cancellation which would only occur in the event of exceptional circumstances.
- 4.6 The Working Group may establish sub-groups at its discretion to enable specific items of business to be reviewed at length and in more detail. Members of the sub-group will report back to the Working Group as directed by the Chair and circulate their findings for decision at subsequent Working Group meetings.

5. Notice and Business of Meetings

- 5.1 Not less than 7 days before a meeting of the Working Group, each member of the Working Group shall receive an agenda and relevant papers of the business to be conducted.

5.2 A member of the Working Group may propose that a matter be an item on the agenda of a meeting of the Working Group by giving no less than 14 days' written notice to the Chair before the proposed date of the meeting. A matter which is proposed in compliance with these Terms of Reference shall be an agenda item.

6. Quorum

6.1 The quorum for a meeting of the Working Group shall be one third or more of the members of the Working Group entitled to attend and vote.

6.2 A duly convened meeting of the Working Group at which a quorum is present shall be competent to exercise all or any of the powers exercisable by the Working Group.

7. Conduct of Meetings of the Working Group

7.1 The Chair of the Working Group or, in their absence, the Vice-Chair shall preside as Chair at a meeting of the Working Group.

7.2 If at any meeting neither the Chair of the Working Group nor Vice-Chair is present within fifteen minutes after the time appointed for holding the meeting, the members of the Working Group present shall choose one of their number to be Chair of the meeting.

7.3 The Chair of the meeting may with the consent of the members (and shall if so directed by the meeting) adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business which might properly have been transacted at the meeting had the adjournment not taken place.

7.4 The conduct of a meeting of the Working Group and the order of proceedings shall be at the discretion of the Chair of the meeting. The order of proceedings at a meeting of the Working Group shall generally be as follows:

7.4.1 the minutes of the previous meeting of the Working Group shall be presented to the meeting and voted upon.

7.4.2 any apologies or other correspondence the Chair of the meeting deems necessary or appropriate to present to the meeting shall be read out.

7.4.3 receive any declaration of interest for any items being discussed in the meeting

7.4.4 the Executive will present a summary of updates and progress that have impact on the objectives of the Working Group.

7.4.5 the Chair of the meeting may invite debate by the Working Group on any current and significant issues relating to objectives of this Working Group.

- 7.4.6 any proposals to amend the Terms of Reference shall be considered and, if thought fit, approved, subject to agreement by the LRCFA Grassroots Football Steering Group.
- 7.4.7 if relevant, the appointment, re-appointment or removal of the Chair of the Working Group shall be considered at a meeting of the Working Group.
- 7.5 A member of the Working Group wishing to speak on any matter shall be entitled to do so only at the invitation of the Chair of the meeting.
- 7.6 A member of the Working Group may at any time raise a point of order which will be dealt with by the Chair of the meeting in such manner as considered appropriate.
- 7.7 A member of the Working Group may at any time move that a matter be voted upon and move an amendment to a motion.

8. Voting

- 8.1 Only Working Group members appointed by the LRCFA Grassroots Football Steering Group will have the authority to vote on matters referred to it.
- 8.2 A matter shall be passed if supported by more than 50% of those members of the Working Group present and voting in accordance with Clause 6 – quorum - of these Terms of Reference; and (ii) a member of the Working Group may vote only if they are present at a meeting of the Working Group except in circumstance outlined in Clause 8.3 of these Terms of Reference
- 8.3 A member of the Working Group may appoint another member of the Working Group as their proxy to vote on their behalf in any one or more of the following matters: (i) for the appointment and reappointment of the Chair; (ii) elections for Vice-Chair.
18. In the case of an equality of votes, whether on a show of hands or on a recorded vote, the Chair of the meeting shall be entitled to a casting vote.

9. Remuneration and Expenses of Members of the Working Group

- 9.1 No member of the Working Group shall receive remuneration as such other than expenses incurred by them in connection with their attendance at meetings of the Working Group.
- 9.2 Payment of expenses for attendance at any other meetings when representing LRCFA will require the prior approval of the LRCFA Chief Executive.

10. Interests

- 10.1 A member of the Working Group must disclose to the Chair at any meeting of the Working Group the nature and extent of any interest that a member of the Working Group may be a party to, or otherwise interested in, and will affect any decision or arrangement which indirectly relates to that interest.

10.2 If a question arises at a meeting of the Working Group as to the right of a member of the Working Group to vote, the question may, before the conclusion of the meeting, be referred to the Chair of the meeting and the Chair's ruling in relation to any member of the Working Group other than themselves shall be final and conclusive.

11. Vacation of Office

11.1 The office of a member of the Working Group may be vacated if:

11.1.1 the person ceases to hold the position or office by virtue of which they became eligible to be a member of the Working Group; or

11.1.2 the person resigns their office by notice to Council; or

11.1.3 the person is absent for 2 consecutive meetings of the Working Group without the permission of the Chair of the Working Group; or

11.1.4 the person is subject of a decision of LRCFA, UEFA or FIFA that they be suspended permanently or temporarily from taking part in football management and/or football administration and/or any football related activity pursuant to any applicable disciplinary provisions under the rules or the statutes of UEFA or FIFA (as appropriate); or

11.1.5 the person is removed for the reason that the person is subject of a decision of the LRCFA that they are or have been in breach of the LRCFA Code of Conduct.

11.1.6 if he or she is convicted of any criminal offence other than any minor motoring or similar offence that cannot reasonably damage the reputation of LRCFA.

11.1.7 any person whose office as member of the Working Group is vacated in accordance with Clauses 11.1.3, 11.1.4, 11.1.5, 11.1.6 above will have the right of appeal to the Chair of the LRCFA Grassroots Football Steering Group.

12. Agenda & Minutes

12.1 The LRCFA Executive will be responsible for the preparation and circulation of agendas and supporting papers for each meeting of the Working Group after prior agreement with the Chair of the Working Group.

12.2 All resolutions and proceedings of the Working Group in meetings or otherwise, and the names of those present at any meeting, shall be included in the minutes and be submitted to the Working Group and shall be subject to the approval of the Working Group

12.3 The minutes of a meeting of the Working Group shall be drafted by the LRCFA Executive, and once agreed by the Chair, shall be circulated within 14 days and be conclusive evidence of the matters stated in such minutes.

13. Reporting Responsibilities

13.1 The LRCFA Executive shall circulate approved Minutes to the Chair of Grassroots Football Steering Group after each meeting.

13.2 The Working Group shall make whatever recommendations to the Chair of the LRCFA Grassroots Football Steering Group it deems appropriate on any area within its remit where action or improvement is needed.

14. Budget and Expenditure

14.1 No specific budget has been allocated to this Working Group.

15. Terms of Reference (Interpretation and Amendment)

15.1 In these Terms of Reference, and unless otherwise expressed, defined terms shall have the same meanings as set out in the LRCFA Articles of Association and in the event of any conflict between these Terms of Reference and the Articles, the provisions of the Articles shall prevail.

15.2 Subject to the powers given to Working Group in the Articles and the LRCFA Board's right of approval over any amendment to these Terms of Reference, these Terms of Reference shall be as recommended by Working Group from time to time. Proposals to amend the Terms of Reference may only be made by the Board or the LRCFA Grassroots Football Steering Group.

15.3 Any proposals to amend these Terms of Reference will be subject to the final approval of the LRCFA Grassroots Football Steering Group.