



BOARD TERMS OF REFERENCE

1. Background

The Board is the governing body with general control and management of the administration of the company and is ultimately responsible for everything that the company does.

The purpose of the Board will be to direct and support County Durham Sport in fulfilment of its vision:
-

“Everyone able to improve the quality of their life through involvement in sport and physical activity”

And mission: -

“To inspire, build and connect stronger pathways for sport and physical activity in County Durham, by being a proactive, respected, inclusive and quality assured partner”

2. Board Accountability

The Board and its Members are/ will be accountable to: -

-) Staff
-) The community
-) Funding bodies and commissioning agencies
-) Strategic Partners
-) HMRC
-) Companies House and The Charity Commission

3. Board Member Independence

At least 25% of the Board shall be independent non-executive Directors, where “independent” is defined as:

A person is independent if they are free from any close connection to the organisation and if, from the perspective of an objective outsider, they would be viewed as independent. A person may still be deemed to be ‘independent’ even if they are a member of the organisation and/or play the sport.

Examples of a ‘close connection’ include:

- (A) they are or have within the last four years been actively involved in the organisation’s affairs, e.g. as a representative of a specific interest group within the organisation such as a sporting discipline, a region or a home country;
- (B) they are or have within the last four years been an employee of the organisation; or
- (C) they have close family ties with any of the organisation’s directors or senior employees.

The roles of chair and “Chief Executive” shall not be exercised by the same individual.

4. The Board’s role

County Durham Sport Board’s key roles are: -

Leadership

-) To provide inspirational leadership to the County Durham Sport team and strategic partners
-) To ensure that County Durham Sport understands and meets the needs of its partners and residents
-) Upholding and protecting the values, integrity and reputation of County Durham Sport

Governance

-) Ensuring that County Durham Sport complies with its Articles of Association/governing documents and any other relevant legislation or regulations
-) That the Board applies and meets the standards set out in the Voluntary Code of Good Governance
-) That the Board and company meets the criteria set out in Sport England's core specification and assessment service standards
-) Take legal responsibility to safeguard the assets and continuity of the organisation

Strategic

-) To lead/formulate/provide/review strategic direction and strategic objectives of County Durham Sport in conjunction with the Executive Manager/team
-) To contribute to the development of and monitor, check and challenge the implementation of the County Durham Sport Business Plan
-) To work with the Executive team to set ethos, culture, values and goals for the organisation

Financial

-) Take financial responsibility to safeguard the assets and continuity of the organisation
-) Ensure the assets of the organisation are used only for their proper purpose, in accordance with its governing document
-) To make sure that financial information is accurate and that controls, monitoring and reporting systems are robust and defensible
-) To agree strategic priorities for funding, investment and business development
-) To assess and manage risk and compliance, including seeking professional advice where there is significant risk to the organisation

Partnership

-) Ensure that strategic relationships and alliances are developed to/maintained at high levels through effective partnership engagement, transparent communication, relationships and satisfaction

Advocacy and Influence

-) To champion and advocate the work, strategic role and strategic development of County Durham Sport
-) To advocate the benefits of sport and physical activity for County Durham and the role of County Durham Sport
-) To engage with key decision makers and influencers
-) To represent County Durham Sport, as required at local, regional or national levels

Delivery

-) Provide scrutiny and constructive challenge with regard to delivery plans, policies, progress and impact
-) Ensure proper procedures are in place and implemented in the appointment and performance management of the County Durham Sport Executive Manager
-) Safeguard the wellbeing of employees