



PADDLE
CYMRU

Development & Participation Committee Terms of Reference

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Development & Participation Committee Terms of Reference

Agreed by Board:	24 February 2025
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1. Delegation and Terms of Reference

All Paddle Cymru committees and working groups shall be constituted by and be responsible to the Board of Directors ("the Board") and shall act on this Terms of Reference agreed by the Board and reported in the minutes of their meeting. The Terms of Reference for any committee may only be varied with Board approval.

2. Purpose and aim of the Paddle Cymru Development & Participation Committee

The purpose and aim of the Paddle Cymru Development & Participation Committee ("the Committee") is to oversee, on behalf of the Board, the achievement of Paddle Cymru' objectives relating to Development & Participation and it will be responsible for overseeing the achievement of the objectives in the Development and Participation section of the Paddle Cymru Strategic Plan.

3. Constitution

The Development & Participation Committee is a sub-committee of the Board set up pursuant to Articles 6 & 7 of the Paddle Cymru Articles of Association. The Committee is accountable to the Board and has the authority to take and implement decisions on behalf of the Board, except for decisions:

- a) which entail expenditure or seek donations or funding that exceeds any budget or financial authority that has been delegated from time to time to the Committee from the Board
- b) which could affect the reputation of Paddle Cymru
- c) which have not been agreed by a majority of the Directors and Officers (combined together) participating in a meeting; or
- d) where the Committee believes that a decision by the Board is or may be required. Such decisions shall be referred from the Committee to the Board.

The business of the Committee shall be carried out in accordance with the provisions of the Articles which govern the taking of decisions by Directors, except where these Terms of Reference prescribe procedures which are not consistent with the Articles, in which case these terms of Reference shall prevail.

4. Reporting

Headline minutes of meetings must be taken at all Committee meetings and circulated electronically to Committee members and the Board of Directors for information. The minutes should clearly indicate any recommendations to the Board and any decisions taken by the subcommittee.

5. Membership and attendance

5.1. The Development & Participation Committee will consist of a minimum of 4 and a maximum of 12 members, including the Development Officer and CEO.

5.2. Membership to the Committee shall be by appointment by the CEO & Paddle Cymru Board.

- 5.3. Where possible, the committee should look to appoint at least two members who represent Paddle Cymru affiliated clubs
- 5.4. The members of the Committee shall appoint a Chairperson from amongst its members.
- 5.5 The committee should ensure gender balance and at least 30% of the subcommittee identify as male/female (whichever the smaller).
- 5.5. The Committee shall meet not less than 2 times per year.
- 5.6.A quorum will be 3 voting members present at a meeting (including by video conference/or telephone conference).
- 5.7. The Directors are entitled to attend meetings of any Committee, but unless they are an actual member of the Committee they shall not have the right to vote.
- 5.8. The Committee shall have the power to co-opt not more than 4 persons to a particular meeting for a specific agenda item discussion. Whether the co-opted member remains for the whole meeting will be at the discretion of the Committee Chairperson.

6. Responsibility – Areas of work

The Committee's responsibilities shall include but not be limited to:

- a) To provide advice and guidance to the staff and board about the Paddle Cymru development programme, including club development, equity, safeguarding, engagement with underrepresented groups and promotion and associated engagement of the Paddle Awards.
- b) Oversee design and implementation of the Paddle Cymru development programmes to increase participation in underrepresented groups (e.g. #ShePaddles).
- c) To oversee and develop Paddle Cymru safeguarding practice, including education and training and promotion of safe practice.
- d) Engagement and support to non-Olympic disciplines and discipline committees.
- e) Oversee the launch and management of the Paddle Cymru member and community engagement events.
- f) Increase the attendance and engagement at national participation events (like Go Paddling Month) to attract more people towards paddle disciplines.
- b) To make recommendations to the Board where a Board-level decision is required in relation to our strategy in these areas.
- c) To review key documents related to these three areas and provide comments/advice for staff as needed.

7. Links with other Committees

The Committee will be expected to liaise with any other Paddle Cymru Committees or sub-groups of the Board as appropriate to fulfil its duties.

8. Declaration of interest

The Committee members shall comply with the Paddle Cymru Conflict of Interest Policy. Failure to do so may constitute a disciplinary action. Declarations must be requested at the beginning of every meeting by the Chair and any raised must be noted and a decision of the action taken recorded in the minutes. The Chair will address these issues and report any concerns that may require further action, including but not limited to co-option of additional members.

9. Voting

- 9.1. Where a vote is required, it shall be by show of hands. Where votes are equal, the Chair shall have a casting vote.

