

SUPPORTERS DIRECT COUNCILS **TERMS OF REFERENCE**

Composition

The composition of each council will be determined by the Supporters Direct Board, having regard for the number of members in the sector. Once established a council will ordinarily have a minimum of 6 and a maximum of 10 elected members.

Elections

Elections to the Supporters Direct Councils will be conducted by the Secretary, in accordance with an election policy determined by the Board. The Secretary will act as Returning Officer in all Council elections.

Co-options

Councils shall always have a majority of members elected by members in that sector, but co-options can be made by the main board either on its own accord, or on the recommendation of the council.

Membership

Continued membership of the council will be subject to compliance with a membership policy determined by the Board.

Responsibilities

- a) To contribute to the formulation of the organisation's strategy together with the Board.
- b) To oversee the implementation of the agreed vision and strategy in respect of development in their sector.
- c) To review management proposals in respect of projects and make recommendations to the Board.
- d) To recommend appropriate budgets for work in their sector within the framework of the wider budget constraints.
- e) To monitor performance against agreed performance indicators and targets and report to the Board on the same.
- f) Highlight to the Board, issues of importance to their sector and assist the Board in developing solutions.
- g) Provide the Board with intelligence/knowledge regarding activity in their sector and where appropriate engage with regulators and government on behalf of the organisation in furtherance of the organisations objectives.

Powers of Councils

The Board may delegate such powers to the councils as required for them to fulfil their functions.

Chair

Each Council may elect one of their members to act as a meeting Chair. Elections to Chair will be conducted according to a transparent process determined by the Secretary. In the first election following the creation of the Council the Chair will be elected to a one year term of office, in each subsequent election thereafter the Chair will serve a two year term of office. If the event of the Chair being unable to Chair a meeting the council shall appoint one of their members to chair the meeting in question.

Meetings

Ordinarily each council will meet quarterly within a window provided to councils by the Secretary which will allow reports to be made and any issues to be escalated to the Board in a timely manner. Each Council will meet at least three times, and no more than six times, in any twelve month period and designate one of its meetings to consider broader strategic issues.

Secretary

Each council will be serviced by the Supporters Direct Secretary or someone whom the Secretary designates. Meetings will be minuted and appropriate records of decisions maintained.