



## **Paralympics Ireland Strategy Steering Committee Terms of Reference**

### **1. Purpose**

1.1. The Board of Directors of Paralympics Ireland (“the organisation”) has constituted a Steering Committee (“the Committee”) the purpose of which is to assist the Board of the organisation (the “Board”) in fulfilling its responsibilities in relation to the organisation on behalf of the Board.

### **2. Membership**

2.1. The Committee shall comprise of at least two members. Members of the Committee shall be appointed by the Board in consultation with the Chair of the Steering Committee.

2.2. The Committee may co-opt up to two additional independent members whose requisite skills and experience are required.

2.3. The Chair of the Board can be a member of the Committee but cannot act as its Chair.

2.4. Only members of the Committee have the right to attend Committee meetings. However, the CEO will be invited to attend meetings of the Committee on a regular basis and other non-members may be invited to attend all or part of any meeting, as and when appropriate and necessary.

2.5. The Board shall appoint the Committee Chair.

### **3. Secretary**

3.1. The organisation Secretary or his or her nominee shall act as the Secretary of the Committee and will ensure that the Committee receives information and papers in a timely manner (no later than five working days prior to a meeting) to enable full and proper consideration to be given to the issues.

### **4. Quorum**

4.1. The quorum necessary for the transaction of business shall be two participants.

4.2. Participation in person or via video or telephone conferencing shall qualify as attendance for the purpose of quorum.

### **5. Meetings**

5.1. The Committee shall meet at least twice a year and otherwise as required.



## **6. Notice of Meetings**

6.1. Meetings of the Committee shall be called by the Secretary of the Committee at the request of its members.

6.2. Unless otherwise agreed by the Committee, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee no later than five working days before the date of the meeting. Supporting papers shall be sent to Committee members at the same time.

## **7. Minutes of Meetings**

7.1. The Secretary shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance.

7.2. Draft minutes of Committee meetings shall be circulated promptly to all members of the Committee. Once approved, minutes should be circulated to all other members of the Board unless in the opinion of the Committee Chair it would be inappropriate to do so.

## **8. Duties**

The committee shall:

8.1. Lead the organisation through the process of development of a Strategic Plan.

8.2. Delegate as appropriate the development of documents and actions needed to comply with the Strategic Plan.

8.3. Monitor Implementation of the Strategic Plan. Receive information and reports from the CEO indicating the process and targets completion on a six month/annual basis.

## **9. Reporting Responsibilities**

9.1. The Committee Chair shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities. The Chair may delegate this responsibility to another committee member as appropriate or necessary.

9.2. The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

9.3. The Committee shall compile a report on its activities for presentation to the Board on an annual basis.



## **10. Other Matters**

10.1. The Committee shall have access to enough resources in order to carry out its duties.

10.2. The Committee shall consider other functions, as defined by the Board.

10.3. The Committee shall review at least annually its terms of reference and recommend any changes necessary to the Board for approval.

## **11. Authority**

11.1. The Committee is authorised to seek any information it requires from any employee of the organisation in order to perform its duties.

11.2. The Committee is authorised to obtain, at the organisation's expense, independent legal, accounting or other professional advice on any matter it believes it necessary to do so.