

UKU Diversity, Equity and Inclusion Committee- Terms of Reference

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Introduction

The Diversity, Equity and Inclusion (DEI) Committee is a standing subcommittee of the UKU Board. This committee aims to ensure that all present and potential participants, members, coaches, competitors, officials, volunteers, spectators and employees are treated fairly, and are able to fulfil their potential within the sport, irrespective of race, age, gender, religious belief, disability, sexual orientation and social status.

Membership

The committee shall consist of no more than 10 UKU Members. The following roles are standing members of the DEI committee:

- Two volunteer board members
- UKU CEO

Members of the committee will be appointed following a simple application process, by the three board members identified above. The initial recruitment process will prioritise building a group from our community that is as diverse as possible.

One member of the committee will be appointed to a chairperson role, with responsibility for managing the committee's agenda, project plans and reporting to the board and membership.

Membership of the committee is also subject to the general UKU committee terms: [DRAFT UKU Committee Terms of Reference Appendix A - Role term lengths and common responsibilities](#).

Where the committee requires a vote in order to make a decision, there is a quorum of more than 50% committee members.

Appointment of the committee members

The UKU Board delegates responsibility for running recruitment processes for this committee to the current members of the committee as and when vacancies arise.

Appointing Project leaders and teams

The committee is able and expected to recruit experienced, qualified people as needed for specific projects or tasks. The committee members are encouraged to avoid trying to personally **do** all of the work/projects being led by the committee.

The committee will consult members of the UKU community or other UKU sub-committees on matters where particular skills, expertise or experience are required, to ensure all members of the community are considered.

Meetings

Frequency of Meetings

The chairperson should plan to run:

- Video/conference call every 4/6 weeks (max 1 hour)
- An annual planning meeting (ideally face to face) with the goal of stepping back to look at longer-term objectives and set priorities
- An online AGM, that is open to all UKU members to share information about objectives and progress.

Record of Meetings & Activity

The Committee shall create a simple record of meetings and progress against actions and project plans, stored in the committee file storage area.

Minutes of the committee AGM (open to UKU members) will be published and available on the UKU website.

The UKU board member appointed to the committee is responsible for ensuring that the committee provides a regular report to the board: either on a quarterly basis, or ahead of each board meeting.

UKU Staff / Other representative attendance

Staff or members of other committees may be invited to join committee meetings as appropriate or useful, but would not be voting members of the committee.

Functions of the DEI Committee

- One of the first tasks for the committee will be to review and update the Terms of Reference, with particular attention to creating specific roles that formalise the diversity of the committee membership.
- Monitor and evaluate data on diversity in UK Ultimate in relation to recruitment, retention, achievement and progression
- Support continuous and long term growth in the diversity of players and coaches in the UK
- Support number and breadth of playing opportunities for diverse players the UK.
- Support links between schools and colleges, universities and clubs to increase the number of diverse players that become long-term members of ultimate clubs once they have left education.
- Liaise with the other relevant UKU committees and Tournament Directors to develop and promote DEI at all levels.
- Provide a source of DEI-focussed feedback and ideas relating to the work of other UKU committees.
- Recruit volunteers to support and run committee projects, noting that those volunteers do not in general become members of the committee itself.
- State priorities for the current year, and is realistic about limited resources that are available to the group
- Be aligned with the UKU Strategic Plan.

Powers

The committee has no pre-agreed delegated powers from the UKU Board but delegated powers can be granted by the UKU Board at their discretion.

No spending can be committed over and above the budget originally set without specific UKU Board authorisation. At the time of creation, the DEI committee has access to some funds raised by the community to support DEI projects. The DEI committee will propose how that money is spent subject to existing UKU financial controls on spending and conflicts of interest.

The committee cannot make external agreements without specific UKU Board authorisation.