

# Regional Development Committee- Terms of Reference

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## Introduction

The Regional Development committees are a network of committees formed of volunteers to help provide a clear focal point for local/regional coordination and discussion amongst clubs, players, coaches and other participants.

Each Regional Development Committee operates on its own as a sub-committee of UK Ultimate, but will hopefully also work alongside other regional committees in the network to share experience and best practice.

Our intention is to establish one regional committee in the first instance with a second following in the short term, subject to demand/interest. Additional committees may be gradually introduced over the medium term, with speed of role out dictated primarily by regional demand. We plan to set up and maintain Regional Development Committees for the following 12 areas of the UK: Scotland (Sc), N.Ireland (NI), Wales (Wa), North-East England (NE), North-West England (NW), Yorkshire & Humberside (YH), West Midlands (WM), East Midlands (EM), East of England (EE), South West England (SW), South East England (SE), Greater London (GL).

## Membership

Each Regional Development committee shall consist of

- [Area] Development Coordinator is chairperson for the committee

- Finances (incl. grants & fundraising) (\*1)
- Communications
- Up to 4 elected player representatives for club, university & youth

(\*1) Financial activity can be managed within UK Ultimate accounts in such a way that monies relating to any individual area can be tracked by the committee. In general, there is no budget provided by the wider UKU business, but activities organised by the committee should generate income that the committee is then able to invest locally. That means projects that involved any initial outlay to be recovered later would require some coordination with UKU staff, but UKU would then be taking the financial risk on projects rather than local individuals.

Safeguarding & welfare questions should be directed to the UKU Safeguarding committee.

## **Appointments of committee members and term lengths**

The Chairperson, Finance and Communications roles are all appointed by the UKU board based on individuals applying for the positions, with the board seeking local input/references. Once a committee is operating successfully, the committee should also be involved in selection.

The elected player representatives are elected by members of UK Ultimate who either live or participate in the committee's area.

There should be a minimum of 30% female-identifying, and 30% male-identifying committee members.

All of the roles are governed by the standard UK Ultimate committee term lengths policy [UKU Committee Terms of Reference Appendix A - Role term lengths and common responsibilities](#).

## **Temporary committee positions**

The Sub-Committee is able to recruit experienced, qualified people as needed for specific projects or tasks.

## **Appointing Project leaders**

The committee is expected to appoint other community members (usually volunteers) to lead or support specific projects, such as running a local, regular hat tournament or coordinating school's outreach.

## Meetings

### Frequency of Meetings

The Committee shall meet as necessary to undertake its functions. It is expected that the majority of the Committee activity is conducted by email and online meetings/conference calls.

The chairperson should plan to run a brief online meeting every 6-8 weeks, and at least one face-to-face meeting each year.

### Record of Meetings

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 a committee AGM (open to UKU members) will be published and available to UKU members.

### UKU Staff Attendance

UKU staff members are not expected to join committee meetings or discussions, nor directly work on committee projects. The committee may invite UKU staff members to meetings where specific input may be required.

## Functions of the committee

### Top Priority

- Lead an annual general meeting for the committee and UKU members in the community served by the committee with minutes that are available to UKU members.
- To be well-connected with all aspects of ultimate taking place in the area; provide a focal point for communication and information-sharing.
- Support communication in both directions between local UKU members, local club representatives and national UKU programmes and functions.
- To manage financial commitments of the committee's projects to ensure programmes are self-funded by e.g. grants, participants or fundraising.

In recognition that the local/regional communities will have a variety of priorities in different parts of the country, and that recruiting volunteers to these roles is likely to be challenging, the following functions are suggested for further, medium term guidance.

- Create, maintain and monitor a simple development plan for their region that is available to all UKU members and should, over time, be built up to reference:
  - Short term:
    - Provision of local competition and other ways to participate

- Building club<->university links
- Medium-long term:
  - Liaising with local schools & providing regular participation option for youth participants
  - Coach education / workforce training
  - Alignment with UKU long-term plans
- Recruit volunteers to support and run committee projects
- Provide regular forums (mix of online and in-person) for local members to provide input to ongoing local development plans
- Succession planning
- Share project information and data with UKU staff, board and other volunteers - especially other regional development committees.

## Delegated 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.

## Appendix - Current Regional Development Committees

This appendix lists the current regional development committees and identifies any variations to the above structure that has been agreed between the committee and UKU board.

### Scotland

1. Committee term lengths will start at two years to encourage people to apply by reducing the length of initial commitment.