

BOARD OF SPORT NORTHERN IRELAND

Terms of Reference

- 1.1 The principal role of the Board is the stewardship of public monies entrusted to Sport Northern Ireland to aid the realisation of the policies and priorities of the minister and the Northern Ireland Executive.
- 1.2 The stewardship responsibility means that the Board oversees the conduct of the business and management, which is responsible for the day-to-day conduct of the business within Sport Northern Ireland. The Board must assess and ensure systems are in place to manage risks to the achievement of Sport Northern Ireland, Dept for Communities and Ministerial objectives.
- 1.3 The Board sets the attitude and disposition of the organisation towards compliance with applicable laws and best practice, environmental sustainability, health and safety, financial practices and reporting.
- 1.4 In addition to its primary accountability to DfC, the Board is also accountable to employees, government authorities, other stakeholders and the public.

The Function of Sport Northern Ireland

- 2.1 The function of the Sports Northern Ireland shall, in accordance with arrangements approved by DfC, be:
 - i. To advise DfC and other Government Departments, education and library boards, district councils and other bodies interested in sport and physical recreation;
 - ii. To encourage the provision of facilities for, and participation in, sport and physical recreation;
 - iii. To assist the provision of administrative services, equipment, coaching and instruction;
 - iv. To assist the organising or supporting of, or participating in international or other events, by bodies providing facilities for sport or physical recreation or organising such activities; and
 - v. To assist bodies providing supportive services in connection with sport and physical recreation.

- 2.2 For the purposes of carrying out its functions, the Board of Sport Northern Ireland may:
- i. Receive donations and make charges for its services;
 - ii. Organise or assist in the organisation of, conferences, courses of training sport and physical recreation;
 - iii. Provide and manage, or assist in the provision and management of, centres for sport and physical recreation;
 - iv. Print, publish and disseminate information relating to sport and physical recreation;
 - v. Visit other parts of the United Kingdom and other countries;
 - vi. Co-operate with other bodies in the pursuit of its functions;
 - vii. Carry out, or assist or co-operate with other persons in carrying out, research into and studies concerning matters relating to Sport and Physical Recreation.

Primary Responsibilities of the Board

- 3.1 The principal responsibilities of the Board required to ensure the overall stewardship of Sport Northern Ireland are as follows:
- The Board must ensure that there are long-term goals and a strategic planning process in place within the framework set by the Minister and DfC. The Chief Executive, with the approval of the Board, must establish long-term goals for Sport Northern Ireland. The Chief Executive formulates the Company's strategy, policies and proposed actions and presents them to the Board for approval. The Board brings objectivity and judgment to this process. The Board ultimately approves, on an annual basis, the strategic plan which takes into account, among other things, the opportunities and risks for Sport Northern Ireland;
 - The Board must establish values and standards of the Sport Northern Ireland and ensure that it adopts and complies with established codes of practice;
 - The Board must identify and have an understanding of the principal risks associated with Sport Northern Ireland's businesses, and must ensure that appropriate systems are in place which effectively monitor and manage those risks;
 - The Board must ensure that processes are in place to enable it to monitor and measure Management's, and in particular the Chief Executive's, performance in achieving Sport Northern Ireland's stated objectives. These processes should include appropriate training, development and succession planning of management;

- The Board shall satisfy itself as to the business and professional integrity of the Chief Executive and other executive officers and that the Chief Executive and other executive officers create a culture of integrity throughout Sport Northern Ireland;
- The Board will focus on the difference that Sport Northern Ireland is making in the outside environment, i.e. the effects of its business on its stakeholders;
- The Board must ensure that the necessary internal controls and management systems are in place that effectively monitor the Company's operations and ensure compliance with applicable laws, regulations and policies.

Membership

- 4.1 A Chairman plus 14 members will be appointed by the Minister for Communities.

Meetings

- 5.1 Meetings of the Board, including telephone conference meetings, are to be held at such time and place as the Chairman of the Board, may determine.
- 5.2 Notice of meetings shall be given by the Chair not less than 48 hours before the time of the meeting. Meetings of the Board may be held without formal notice if all Board Members are present and do not object to notice not having been given, or if those absent waive notice in any manner before or after the meeting.
- 5.3 Notice of meeting may be delivered personally, given by mail, facsimile or other electronic means of communication.
- 5.4 The quorum for the Council shall be one third of its membership, or minimum of five people.
- 5.5 Each Board member is expected to attend Board meetings and meetings of committees of which he or she is a member and to become familiar with deliberations and decisions as soon as possible after any missed meetings. In that regard, members of the Board are expected to prepare for Board (and committee) meetings by reviewing meeting materials distributed to members of the Board, to the extent feasible, in advance of such meetings. Matters of a confidential or sensitive nature may be discussed at Board (or committee) meetings without advance distribution of meeting materials to members of the Board. It is expected that members of the Board will actively participate in determining and setting the long and short term goals and interests of Sport Northern Ireland.

- 5.6 In recognition of its independence, the Board shall have the opportunity to hold discussions without management present upon completion of all meetings of the Board.
- 5.7 At meetings of the Board, any matter requiring a resolution of the Members is decided by a majority of the votes cast on the question.
- 5.8 The Board shall ensure that there is a process in place for annually evaluating the effectiveness of the Board, the committees of the Board and individual directors.

Compensation

- 6.1 With the exception of the Chair and Vice Chair, no Members, will receive remuneration from the Sport Northern Ireland other than compensation received in his or her capacity as a Members.