

Terms of Reference

Regional Committee

Subcommittee of the Board

Name of Group

The [Name of Region] Regional¹ Committee of Special Olympics Ireland (SOI).

Purpose of Group

The Regional Committee is a subcommittee of the Board of Directors of Special Olympics Ireland and is responsible for:

- Supporting the delivery of the strategy of the organisation across the region
- Supporting and monitoring the effective organisation of the Special Olympics Programme within the Region
- Implementing the policies determined by the Board
- Supporting the regional office in order to engage with Affiliate Club Members at a regional level for regional issues

Membership

The Regional Committee may consist of a maximum of 15 members. Affiliate Club Members or the Regional Committee may submit nominations and then elect two individuals to the Regional Committee to serve as secretary and chairperson. Other members may be co-opted who will reflect the various programmes of activity within the region and/or who will represent by way of role, experience and/or knowledge the wider membership of the Region.

The Board has determined that the Regional Director of the region, a staff member, will be a member of the committee with voting rights. He/she may not hold an officer position on the committee, i.e. that of Chairperson or Secretary nor serve as a Committee Delegate.

All individuals on the Regional Committee, other than the Regional Director, shall be registered Special Olympics Volunteers.

Staff Attendance

Staff members of the organisation who operate in each Region may attend and contribute to meetings of the Regional Committee. Other Board members or staff may be invited to attend meetings at the request of the subcommittee.

Duration of Appointment

The term of office of all registered volunteers on the Regional Committee shall be two years from the date of their appointment renewable twice. Following the expiration of three, two year terms, the registered volunteer must retire from the committee and cannot hold office as a Regional Committee member until a minimum gap of 12 months has expired. Following the gap of a minimum of 12 months, up to a maximum of three further two year terms may be served.

¹ “**Region**” refers to the geographical area in the island of Ireland which has been prescribed by the Board as a region of the Company.

Frequency of Meetings

Meetings will be held at least four times per year at times and venues agreed by the subcommittee.

Working methods

The Regional Committee shall make its own standing orders, which shall not contain anything inconsistent with the Constitution, and a copy of which shall be supplied to the Board. The Regional Committee will operate on a collaborative basis with volunteer and staff members of the region.

Minutes of the subcommittee will be maintained and circulated to all committee members and made available, upon request, to members of the Board.

Progress on the work of the subcommittee will be provided by means of written Regional Reports submitted to meetings of the Board and, when required, verbally by the Chair.

The Regional Committee may convene meetings of the Affiliate Club Members within its Region for the purpose of considering regional issues. Up to two representatives from each Affiliate Club Member within the Region may vote at such meetings, with additional representatives welcome to be present at meeting in an “attendee” capacity.

Duties and Responsibilities of the Regional Committee

The subcommittee is authorised by the Board to:

- Support and drive the delivery and implementation of the prevailing Strategy of the organisation in the Region
- Monitor the overall effectiveness of the Regional Programme
- Monitor the budget performance of the Region
- Support the regional office on engagement with Affiliate Club Members on regional issues and specific issues and/or topics raised by staff, Region or SOI Board
- Implement the policies determined by the Board
- Appoint 5 Committee Delegates to attend and vote as the Special Olympics Ireland Annual General Meeting on behalf of the Regional Committee.

Duties and Responsibilities of the Chairperson

- The chairperson, or in his or her absence a person chosen by the Regional Committee, shall preside over Regional Committee meetings, authenticate by signature the minutes of meetings and exercise a general supervision over the affairs of the Regional Committee.
- The Chairperson of each Regional Committee will serve as a Director of the Company, or in the event that the Chairperson is unable to serve, another person nominated by the Regional Committee.

Confidentiality

All committee members must strictly preserve the confidentiality of any information coming to their knowledge in the course of their work as committee members relating to members of the Company, athletes, coaches, families, volunteers or board members /committee members. This confidentiality is to be preserved both during and after the committee member’s term of office.