

Area Management Committee

Terms of Reference

Purpose

1. The Area Management Committee (Committee) is a committee of the Area Board and is responsible for all aspects of the operational management of the Area.

Aims

2. To provide effective management of all functions of the Area in accordance with the Regulations, Rules and Policies issued by England Hockey from time to time.

3. Responsibilities

The Committee shall be responsible for;

- a. ensuring and overseeing all activities of the Company
- b. to receive reports from all the Committees and sub-Committees of the Company and
- c. to inform the Board about any matters it thinks fit required to further the objects of the Company

Membership

4. The Members of the Committee are the Directors and the chairs of the Lead Committees.
5. The Directors may at any time co-opt any person as an additional member, or to attend meetings, of the Management Committee as a non-voting member.
6. One other person appointed for the purpose by the Board who will attend meetings of the committee and keep a comprehensive record of its processes and deliberations.

Meetings

7. No meeting shall be quorate unless 75% of members attend.
8. The frequency of meetings will be decided by the work in progress save meetings should take place not less than once in every quarter of a calendar year.
9. A meeting of the Committee may be called at any time by the Board and must be convened within 28 days of a written request from at least 3 of the chairs of the Lead Committees.

The agenda, with attached meeting papers, will be distributed at least four working days prior to the next scheduled meeting.

10. The notes of each meeting consisting of minutes of the meeting, updated actions from previous meetings, a record of any decisions and/or proposals that need to be escalated, for escalations and any new actions arising from the meeting shall be circulated amongst members of the committee.
11. If there are more than five Directors present at a meeting of the Committee, only five Directors shall be entitled to vote. The five Directors shall be the elected Directors unless there are fewer than five elected Directors present, in which case, if necessary to be determined by the drawing of

lots between the unelected Directors, one or more unelected Directors may be included in the five Directors entitled to vote.

12. Decisions will be made by simple majority at a meeting. If there is no majority, the Chair will have the casting vote. The eligible committee members may agree a resolution in writing circulated between the committee members by email in accordance with regulation 28.2 of the Area Regulations January 2022.
13. Full copies of these decisions and minutes, including attachments, will be provided to all Committee members no later than five working days following each meeting.
14. Escalations. The Chair will refer issues that cannot be resolved in a meeting to the next Board Meeting. Any escalations will be logged as actions in the actions log.

Conflict of Interest

15. Conflicts of Interest will be dealt with under Article 23 with the Chairs or Lead Committees being treated as Directors for this purpose.

Finance

16. Expenses will be paid to committee members in accordance with the Company Expenses Policy
17. The Committee will contribute to the preparation of the annual budgets

18. Reporting

- a. The Secretary will maintain records of all meeting Minutes, Actions, Decisions and Documentation and these will be stored and made available electronically via the Area Company.
- b. The Chair will produce a Report for the membership at the Area AGM.

Review

19.

The composition and the effectiveness of the Committee will be reviewed by Board annually.

No amendments to this ToR can be made without reference to the Areas Standing Committee.