



**Volunteer and Officer Development Committee**  
**Terms of Reference**

**Approved by Ard Chomhairle on 08/07/2020**

**1. Overview**

Subject to the overall jurisdiction of Ard Chomhairle (Central Council), the purpose of the Volunteer and Officer Development Committee is to provide guidance and support in relation to Officer training and Volunteer recruitment and retention across all units of the Association.

**2. Membership**

- 2.1. The Volunteer and Officer Development Committee is a committee of Ard Chomhairle
- 2.2. The Terms of Reference of the Volunteer and Officer Development Committee must be approved and ratified by Ard Chomhairle
- 2.3. The Committee shall comprise of up to five members. Only members of the committee have the right to attend committee meetings. A designated staff member will be assigned by the Ard Stiurthóir to attend meetings on an ex-officio basis and provide administrative support to the committee. The Ard Stiurthóir, other staff members and external advisers may be invited to attend for all or part of any meeting on an ex-officio basis, as and when appropriate and necessary. Ex-officio attendees will not have any voting rights.
- 2.4. Nominations to the Volunteer and Officer Development Committee will be made by the Uachtarán and must be ratified by Ard Chomhairle. However in putting forward candidates for ratification by Ard Chomhairle, the Uachtarán must ensure that no nominee will have sat for more than 6 consecutive years on the same committee. The Uachtarán will appoint the Chair of the Committee. External committee members will be appointed based on their specialist expertise.
- 2.5. Appointments to the Committee shall be for a period of three years and will take place on a three yearly cycle to coincide with incoming Uachtarán taking office. In making appointments to the committee, Ard Chomhairle shall ensure there is adequate continuity from one three year cycle to another.

- 2.6. In the event that a committee member resigns or is unavailable due to sickness/deathe/other commitments to continue before the end of his\her term, the Uachtarán will have the power to co-opt a replacement(s) for the remainder of the Uachtarán's term. All co-opted member must be ratified by Ard Chomhairle
- 2.7. In the event that a committee member over their term is deemed by the Chair of the Committee to be unable to commit to the responsibilities of the Committee, the Uachtarán will have the power to co-opt a replacement(s) for the remainder of the Uachtarán's term. The co-opted member must be ratified by Ard Chomairle.

### **3. Secretary**

- 3.1 The Secretary shall be appointed by the committee and may be a designated staff member if this is deemed appropriate. The Secretary will ensure that the committee receives information and papers in a timely manner to enable full and proper consideration of all matters on the agenda.

### **4. Quorum**

- 4.1 The quorum necessary for the transaction of business shall be not less than 50% of committee membership.

### **5. Meetings**

- 5.1 The committee shall meet at least four times a year and otherwise as required.

### **6. Notice of meetings**

- 6.1 Meetings of the committee shall be called by the Secretary of the committee on the request of the committee chair.
- 6.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than seven working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees, as appropriate, at the same time. The Chair can waive the notice period, providing a majority of the committee agree.

### **7. Minutes of meetings**

- 7.1 The Secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance. Draft minutes of committee meetings shall be circulated promptly to all members of the Volunteer and Officer Development Committee. Once approved, minutes should be made

available in physical form or through a link to a digital repository to all other members of the Ard Chomhairle.

## **8. Annual Congress**

8.1 The committee Chair should report to the Annual Congress on his/her stewardship of the Volunteer and Officer Development Committee for the previous twelve months and to answer any member's questions on the committee's activities.

## **9. Duties**

The committee shall:

9.1 Provide advice on the development, implementation and evaluation of officer and volunteer development support programmes.

9.2 Advise on the design and implementation of administration / officer training courses at forums.

9.3 Examine current best practice related to the provision of a learning support service for Camogie Association administrators/volunteers

9.4 Engage and liaise with Gaelic games family in respect of development of delivery of joint training opportunities

9.5 Advise and make recommendations on strategies for ensuring diversity in the recruitment and retention of volunteers.

## **10. Reporting responsibilities**

10.1 The committee Chair shall report in writing to Ard Chomhairle bi-annually on its proceedings after each meeting on all matters within its duties and responsibilities including changes in the current and emerging issues in respect of Volunteer and Officer Development faced by the Association.

10.2 The committee shall make recommendations to Ard Chomhairle it deems appropriate on any area within its remit where action or improvement is needed

## **11. Other matters**

The committee shall:

11.1 Have access to sufficient resources in order to carry out its duties, including access to the Association's staff for assistance as required

11.2 Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members

11.3 Review its terms of reference annually and make recommendations for any changes to the Governance Committee

11.4 Arrange for periodic reviews of its own performance and, at least annually to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Ard Chomhairle for approval

## **12. Authority**

12.1 The committee's authority is as set out in Rule 10.5(e) and Rule 10.6 of An Treoir Oifigiúil (Official Guide Part I). Rule 10.6 states '....Ard Chomhairle Standing Sub-Committees will be required to work to specific terms of reference....'

12.2 The committee's authority on any matters rests within its terms of reference subject to prior approval by Ard Chomhairle.

### **Note:**

These terms of reference are framed so as to ensure that the Association is compliant with:

- Sport Ireland's Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations (CVC)
- Sport NI governance requirements
- Good practice for non-profits in general
- An Treoir Oifigiúil (Official Guide Parts I to VI)

**Dated Terms of Reference Approved by Ard Chomhairle 08/07/2020**