

**Remuneration Committee**

**Terms of Reference**

**Approved by Ard Chomhairle on 10/06/2020**

**1.0 Overview**

1. The Remuneration Committee is a committee of Ard Chomhairle.
2. The Terms of Reference of the Remuneration Committee must be approved and ratified by Ard Chomhairle.
3. The purpose of the Remuneration Committee is to maintain a formal and transparent process for maintaining and implementing the Association’s remuneration policy for all of its staff.

**2.0 Membership**

1. The committee shall comprise of no fewer than three members. Only members of the committee have the right to attend committee meetings. Others, iuncluding external advisers, may be invited to attend all or part of any meeting, as and when appropriate on an ex-officio or advisory basis. Ex-officio attendees will not have voting rights. No staff member shall be involved in any decision related to their own remuneration.
2. Nominations to the Remuneration 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 Uachtaran must ensure that no nominee will have sat for more than 6 consecutive years on the same committee The Committee will be chaired by an external member[[1]](#footnote-1). External committee members are appointed for their specialist expertise.
3. Appointments to the Remuneration committee will be for a period of three years and will take place on a three yearly cycle to coincide with the Uachtarán taking office. In making appointments to the committee, Ard Chomhairle shall ensure there is adequate continuity from one three year cycle to another. Ideally, at least 50% of the Committee members will continue from one Uachtarán’s three year cycle to the next, to assist continuity and in retaining Association memory.
4. In the event that a committee member resignsor is unavialble due to sickness/death/other commitments to continue as a member of the committee before the end of his/her term, the Uachtarán may co-opt a replacement for the remainder of the Uachtarán’s term. Any member copted by the Uachtaran must be ratified by Ard Chomhairle.
5. No member of the Remuneration Committee can serve more than two terms.

**3.0 Secretary**

1. The secretary shall be appointed by the Committee[[2]](#footnote-2). The secretary will ensure that the committee receives information and papers in a timely manner to enable full and proper consideration to be given to matters on the agenda. Where the Secretary is staff member of the association they will have no right to vote in matters concerning the committee.

**4.0 Quorum**

The quorum necessary for the transaction of business shall be two members. Committee members present may nominate a chair in the absence of the chair.

1. **Meetings**

1.The committee shall meet at least twice every year.

**6.0 Notice of meetings**

1. Meetings of the committee shall be called by the secretary of the committee at the request of the committee chair.
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 calendar 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 Committee can waive the notice period, providing a majority agrees.

**7.0 Minutes of meetings**

1. The secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance.

2. Draft minutes of committee meetings shall be circulated promptly to all members of the Remuneration Committee.

**8.0 Annual Congress**

1. The committee chair may report to the Annual Congress.

**9.0 Duties**

1. The Remuneration Committee shall recommend to the Association measures to be adopted such that the Association can ensure that it has the appropriate remuneration policies, processes and internal controls in place to ensure compliance with legal, regulatory and funder requirements. The purpose of these recommendations shall be to ensure that staff are adequately rewarded for their work, including incentives to encourage excellent performance.
2. The Remuneration Committee shall review and make recommendations regarding the ongoing appropriateness of remuneration policies within the Association, cognisant of both market conditions and the Association’s financial position, including dealing with any legacy anomalies or disparities that might exist in relation to a contract of employment of any staff member.
3. The Remuneration Committee will make recommendations for the Association’s process of consultation with staff representatives, and where possible, with a dedicated compensation benchmarking body or external comparator system, to determine progression along salary scales, revision of fixed pay awards in the absence of salary scales, and any revision of the scales established in 2016.
4. Obtain reliable up to date information about remuneration in other comparable organisations to help inform their decision making.
5. Review and make recommendations to the Association regarding appropriate pension arrangments for staff.
6. Review and recommend for approval to Ard Chomhairle staff pay policy at all levels including the Ard Stiurthóir.
7. Make recommendataions to Ard Chomhairle on all issues concerning pay policy and the Association’s performance management system.
8. In consultation with the Resource Management Committee, make recommendations such that the recommendations for salary increases in a given year take into consideration the Association’s budgeted amount for Salaries and Wages in that year, as approved by Ard Chomhairle.
9. **Risk Assessment**

1. The Committee shall in so far as possible assess the risks that the Association is exposed to from its remuneration policies, and provide input to the Risk Committee.

1. **Reporting responsibilities and rights**
2. The committee chair shall ensure that the Ard Chomhairle and other relevant committees have access to approved minutes of the the Committee.
3. The committee chair shall report annually to Ard Chomhairle on remuneration policies.
4. The committee shall make whatever recommendations to Ard Chomhairle it deems appropriate, on any area within its remit where action or improvement is needed.
5. **Other matters**

The committee shall:

1. Have access to sufficient resources in order to carry out its duties, including access to the Association’s staff for assistance as required.
2. Be provided with appropriate training.
3. Give due consideration to laws and regulations that may influence remuneration practice.
4. Arrange for periodic reviews of its own performance, at least annually, to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Ard Chomhairle for approval.
5. Review its terms of reference annually and make recommendations for any changes to the Governance Committee.

**Authority**

1. Subject to prior approval by Ard Chomhairle, the committee is authorised to obtain, at the Association’s expense, outside legal or other professional advice on any matters within its terms of reference.

*Note:*

The Remuneration Committee and its Terms of Reference aim to facilitate the Association’s compliance with:

* Sport Ireland’s Code of Practice for Good Resource Management of Community, Voluntary and Charitable Organisations (CVC)
* Sport NI Resource Management requirements
* Donor and commercial partner requirements where required.
* Good practice for non-profits in general.

**Dated Terms of Reference Approved by Ard Chomhairle: 10/06/2020**

1. An external member must not be a sitting officer of a County Board, National Education Council or Provincial Council at present and have not been a member of Ard Chomhairle over the past year. [↑](#footnote-ref-1)
2. The Secretary will be an external member. [↑](#footnote-ref-2)