

**National Development Plan (NDP) Implementation Committee**

**Terms of Reference**

**Approved by Ard Chomhairle on 10/03/2021**

Overview

1. The NDP Implementation Committee is a voluntary sub-committee of the Camogie Associations Ard Chomhairle – the Governing Body of the Association.
2. The committee will be responsible for monitoring, evaluating, and reporting progress on the National Development Plan, during its lifetime, from August 2020-April 2024.
3. The Terms of Reference of the National Development Plan Implementation Committee must be approved and ratified by Ard Chomhairle.
4. The committee will advise on the rollout and data analysis of the annual National Survey on NDP 2020-2023.
5. The committee will consider inputs from staff, other committees, and annual survey as well as industry trends to support effective evaluation of progress, and identification of risks and opportunities in implementation of the Association’s NDP and support final evaluation and review of National Development Plan 2020-2023.

Membership

1. The committee shall comprise of no fewer than five members representing diverse aspects of the Association Stakeholder Group and expertise in key strategic areas made up of: Implementation Director / Leader; Specialist(s) in the fields related to the plan; Staff Member; Provincial Delegate ; County Delegate; Club Delegate
2. Only members of the committee have the right to attend committee meetings. The committee director may request from Ard Chomhairle additional members with expertise as required.
3. Others, including 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.
4. Nominations to the NDP Implementation 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
5. Appointments to the NDP Implementation Committee will be for a period of three years (to the end of the National Development Plan and development & launch of next plan in April 2024) 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.
6. If a committee member resigns or is unavailable 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 co-opted by the Uachtaran must be ratified by Ard Chomhairle.
7. No member of the NDP Implementation Committee can serve more than two terms.

Secretary

1. The secretary shall be appointed by the Committee. 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.
2. The primary means of communication will be by e-mail.

Quorum

1. The quorum necessary for the transaction of business shall be 80% of members. Committee members present may nominate a chair in the absence of the chair.

Meetings

1. The committee shall meet at least four times every year.
2. Meetings can take place in person or online, to maximise attendance

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. Meetings dates will be set by the committee at the first meeting of each calendar year and will align with planned meetings of Ard Chomhairle to ensure effective co-ordination of reports.
3. 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.

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 NDP Implementation Committee.
3. 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.

Annual Congress

1. The committee chair should report to the Annual Congress and Annual Report on their stewardship of the Committee for the previous twelve months, providing details of the achievements of the committee and to answer any member’s questions on the committee’s activities.

Duties

1. The NDP Implementation Committee Chair/ Director will engage with Ard Chomhairle sub committee chairs through participation in Association Committee Chairs meetings.
2. The NDP Implementation Committee will assess, review, and analyse data and reports provided by the Camogie Association Management team and staff, regarding progress on NDP Objectives and actions. The Committee will suggest appropriate reporting tools and methodologies and provide feedback and suggestions to the team and to Ard Chomhairle on the progress . The committee will focus on strategic outcomes and will not duplicate the roles of the executive management or team of the Camogie Association
3. An ‘Annual National Development Plan Survey’ will be carried out each year by the staff team. The Committee will
4. review and analyse the outputs of the 2020 survey and provide feedback to the team and to Ard Chomhairle;
5. propose further or follow-on surveys where appropriate and considered of benefit to the implementation of the NDP(c) Provide input and guidance on the purpose, timing, content, format, and implementation of subsequent surveys
6. review and analyse the outputs of all subsequent surveys and provide feedback to the team and to Ard Chomhairle .
7. Guidance may be provided by the committee on the annual survey preparation and implementation.
8. Quarterly reports will be provided to Ard Chomhairle
9. The NDP Implementation Committee will identify from research and evaluation, opportunities for specific actions to contribute to the delivery of Association NDP objectives to be incorporated into annual Association work plans.

Risk Assessment

1. The NDP Implementation Committee shall in so far as possible assess the opportunities, positive and negative risks that the Association is exposed to in relation to NDP targets and objectives and provide input to the Risk Committee and incorporated into the Association Risk Register.

Reporting responsibilities and rights

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

Other matters

The committee shall:

1. Have access to sufficient resources 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 trends and patterns in an Irish sporting context.
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. The committee’s authority on any matter’s rests within its terms of reference subject to prior approval by Ard Chomhairle

Note:

The National Development Plan Implementation 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 xxx**

National Development Plan 2020-2023

The National Development Plan 2020-2023 – Reach you Goals, Exceed your Expectations was formally launched in August 2020 and will run until its replacement it approved at Annual Congress 2024.

The new National Development Plan builds on the progress of previous plans and is based on a thorough consultation process which engaged with over 800 individuals representing all 32 Counties and more than 280 Clubs, as well as funders, sponsors, partners and other stakeholders between November 2019 and February 2020.

**Our Vision** - Camogie is at the heart of our communities, a game that inspires, an Association for all.

**Our Purpose** - To develop and promote Camogie at all levels to inspire current and future generations and preserve the heritage of our game.

**Our Values** - As we work to achieve our vision, everything we do over the next four years will align to the following set of core values:

* **Aspiration** - Our passion and pride for Camogie, its tradition and its heritage guide our aspirations and the development of the game.
* **Teamwork -** We work in partnership to enhance all aspects of the game at all levels.
* **Leadership** - We lead with integrity and transparency, we have the courage to make strong decisions for the good of the game, to be innovative and provide inspiration both on and off the pitch.
* **Volunteer** - The foundations of the game are Clubs and volunteers; we value and recognise their role and contribution. This underpins our approach and delivery.
* **Community** - Camogie is an inclusive game, accessible to all and built on an ethos of respect, fun and respect.

The key messages of the new National Development Plan are ***‘Passion, People, Pride and Place’*** which represent the foundation blocks of the Association.

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|  | Goal 1 **– To provide lifelong participation within Camogie** |
| Goal 2 **– To increase the standard of Camogie at Club and County levels** |
| Goal 3 **– To embrace the fixtures challenge to ensure adequate games programme for all** |
| Goal 4 **– To promote the health, well-being and welfare of all Camogie participants** |
|  | Goal 5 **– To increase the availability of skilled and qualified coaches and referees, and provide a supportive environment for volunteers** |
| Goal 6 **– To ensure that volunteers and Clubs are valued and have the skills and support to effectively and efficiently administer our game** |
|  | Goal 7 **– To revitalise the Camogie brand and identity** |
| Goal 8 **– To develop commercially to power and drive our core business** |
| Goal 9 **– To inspire more people to watch and engage with Camogie, locally, nationally and internationally** |
|  | Goal 10 **– To work collaboratively with the GAA and LGFA as part of the Gaelic Games family** |
| Goal 11 **– To ensure appropriate playing facilities for Camogie** |
| Goal 12 **– To provide an innovative, dynamic and sustainable Association that demonstrates best practice in governance and partnerships** |

The plan sets out 12 key goals across four strategic areas - ***The Game, Volunteers, Identity and Leadership.*** These key goals will drive the work plans of the Association at both a staff and volunteer level in the coming years to undertake specific key actions within each goal (set out below).