

National Ice Skating Association of the United Kingdom Limited ("the Company") trading as: BRITISH ICE SKATING ("BIS")

SCOTTISH ICE SKATING COMMITTEE: TERMS OF REFERENCE

1. Committee Establishment

1.1. The Scottish Ice Skating Committee ("the SIS" or "the Committee") is an operational committee of the Company, established under the powers committed to the BIS Board under Articles 8.2.2, 8.3, 8.4 and 8.5 of the 2 December 2017 Articles of BIS as amended by Special Resolutions on 30 November 2019 and 28 November 2020.

2. Committee Functions

2.1. The key functions of the Scottish Ice Skating Committee are:

- 2.1.1. Development of the sport in Scotland at grassroots level
- 2.1.2. Developing Scottish events
- 2.1.3. Build relationships with Scottish ice Rinks
- 2.1.4. Grow awareness of the sport in Scotland

2.2. The terms of reference of the Scottish Ice Skating Committee (including any relevant delegated authority) are to be approved, and reviewed annually, by the BIS Board.

3. Committee Membership

3.1. The voting Committee Members of the Scottish Ice Skating Committee are to be:

- 3.1.1. Independent Chair
- 3.1.2. Head of BIS Finance
- 3.1.3. Head of BIS Development
- 3.1.4. BIS CEO
- 3.1.5. 2 Appointed Scottish members (Valid BIS Membership and resident of Scotland)
- 3.1.6. Other skills as required and agreed with BIS Board

3.2. In the event that a Committee Chair of a Technical Advisory Committee is unable to attend a meeting of the BIS Operations Coordinating Committee, they may request another Committee Member of the relevant TAC to attend as a substitute in their place.

4. Committee Responsibilities

4.1. The Scottish Ice Skating Committee is to have the following responsibilities (and any other responsibilities which the BIS Board may allocate to the Committee from time to time) and the delegated authority to carry out the tasks listed:

- 4.1.1. Support BIS strategy implementation in Scotland
- 4.1.2. Promote and grow Learn to Skate in Scotland
- 4.1.3. Build new programmes/partnerships to grow the support
- 4.1.4. Work with key partners to support growth of ice sports in Scotland
- 4.1.5. Develop and run Scottish events including as Scottish Championship

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- 4.1.6. Represent Scottish based members
- 4.1.7. Support the Performance Director in SportScotland interactions
- 4.1.8. Support Ice Facilities in Scotland;

4.2. The SIS Committee will also partner with BIS management to manage the budget approved as per 6.3 below.

5. Committee Proceedings

5.1. The Members of the Scottish Ice Skating Committee are to sign up and adhere to the Board Code of Conduct (except insofar as the Code relates to the specific duties of legal directors of BIS as a company).

5.2. The Chair of the SIS, is to call a meeting of the Committee at least 4 times each year, setting out the time, date, venue and agenda for the meeting.

5.2.1. In the event that the Chair is absent for any reason at a time when a meeting is due, a meeting may be called by another member of the Committee.

5.3. Meetings of the SIS are usually to take place by electronic means.

5.4. 4 Members of the Committee (including at least 2 BIS members of staff) are required as a quorum for a meeting of the SIS.

5.4.1. In the event that the Chair is absent for any reason, the Committee may choose one the other members of to chair the meeting.

5.5. Decision taking is to be usually by consensus. In the event that a vote is necessary, such vote is to be by a show of hands, with the chair of the meeting having a casting vote in the event of a tie.

5.6. At least once every two years, the SIS is to review its own performance and terms of reference to ensure it is operating at maximum effectiveness and to recommend any changes it considers necessary to the BIS Board for approval. This review may be undertaken at a specific SIS meeting.

6. Committee Reporting

6.1. The SIS Committee is to maintain written minutes of its meetings.

6.2. The Chair of the SIS is to provide a written report to the BIS Board at least 2 times per year.

6.2.1. In the event that the CEO is absent for any reason, another employed staff member of the BIS Senior Management Team is to provide the report to the Board.

6.3. The SIS Committee will present a budget to the BIS Board for approval on an annual basis. This will be developed in partnership with the BIS CEO, Head of Finance and Head of Development and will form part of the overall BIS budget.

7. Committee Expenses

7.1. All SISMembers are to be entitled to claim travel and accommodation expenses for reimbursement in accordance with BIS's Travel & Expenses Policy.

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CHAIR: Karen Rothery; PRESIDENT: Robin Cousins; CEO: Michelle Draper
Registered Number 2677064 England and Wales

- 7.1.1. All expenses are to be submitted on the BIS Expenses Claim Form to the BIS office within two months of each SIS Meeting.

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