



TERMS OF REFERENCE

Fencing Ireland Veterans Committee

September 2024

This document describes how the Fencing Ireland Veterans Committee is constituted within Fencing Ireland and the roles and responsibilities of the Committee. It also details some operational procedures as to how the Committee should conduct its business.

Scope of Work:

- Covers all aspects of fencing for athletes and members above the age of 39+
- The Fencing Ireland Veterans Committee is authorised by the Fencing Ireland Board to seek any information it requires through the Chair or Secretary of the board in order to perform its duties. It is acknowledged that there may be, from time to time, the need to retain the services of outside advisers or consultants to assist the committee in carrying out its duties. Any such services should be obtained within any budgetary constraints imposed by the board and approved in advance by the board and in line with procurement practices.
- The Fencing Ireland Veterans Committee is authorized to make recommendations on veteran fencing policies, training programs, ranking and and competition structures. However, major policy changes or any financial decisions require approval from the Fencing Ireland board.

Duties:

The role of the Fencing Ireland Veterans Committee is to

- to support veteran fencing in Ireland as a social community by facilitating networking and communications amongst members and by creating more visibility online for this cohort of Irish Fencing.

- promote and support the involvement of Irish veteran fencers in national and international competitions.
- advise Fencing Ireland on matters specific to veteran fencers, ensuring their needs and interests are adequately represented.
- collaborate with other subcommittees and external bodies for the advancement of veteran fencing.

Composition:

- The Fencing Ireland Veterans Committee will consist of between 4 and 8 persons. The current committee members will satisfy itself that all existing and future members of the Veterans Committee have the appropriate skillset. The board does not appoint members of the committee.
- The committee composition shall include a Chair, a Secretary and one dedicated Fencing Ireland Board member who shall be liaising between the Veterans Committee and the Fencing Ireland Board.
- Where possible gender representation on this committee will be in line with the guidelines provided by Sport Ireland.

Operational Matters:

- The committee may meet in-person or via video conference.
- Committee members will be expected to share the workload.

Meetings and Communication:

- The committee shall meet between 6 and 8 times a year.
- Non-attendance at three consecutive committee meetings shall result in releasing the committee member from their committee membership.
- The Committee shall elect a member to serve as Secretary who will be responsible for maintaining a written record of all meetings and decisions made. Minutes of all meetings should be forwarded to Fencing Ireland's Secretary.
- All meeting documents are assumed read before each meeting.
- The liaising board member will communicate updates to the Board of Fencing Ireland.

Quorum:

- The quorum for committee meetings to take place is three.

Reporting Responsibilities:

The liaising Board member shall report to the Fencing Ireland Board on its proceedings after each meeting of the Committee on all matters within its duties and responsibilities. The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

Conflicts of Interest:

Members are required to declare if a potential conflict of interest exists or arises that makes their ability to fulfill their duties on the committee. If this arises it should be brought to the attention of the Committee Chair. Any member of the committee with a conflict of interest on any meeting agenda must declare it at the beginning of the meeting and remove themselves from the meeting when that agenda item is discussed and decision being taken.

Duration:

- The subcommittee is established yearly, and a vote on participating members shall take place each September.
- The each term will be for one year and following review, may be extended for an additional three years. This will allow people the flexibility to consider if they wish to continue with their involvement.

Monitoring and Evaluation:

- There shall be an annual review of the subcommittee's composition, effectiveness and achievement of goals.
- Feedback from the Irish veteran fencing community shall be collected once a year via an online survey.
- The Fencing Ireland Veterans Committee shall review these Terms of Reference annually to ensure the committee is operating at maximum effectiveness and recommend any changes it considers necessary for final approval by the Board.