



## TERMS OF REFERENCE

<b>Name</b>	<b>Governance Reform</b>
<b>Type of Committee</b>	<b>Task and Finish Group</b>
<b>Reporting Line</b>	<b>British Rowing Board</b>
<b>Review Frequency</b>	<b>N/A</b>
<b>Distribution</b>	<b>Public</b>

### 1) Purpose

To review feedback from the rowing community on the new community facing governance structure proposals. To develop solutions to mitigate concerns and uncertainties around the new proposed structure and to shape the final proposals to be signed off by the Board and presented to the rowing community with a view to these being finalised by 31 March 2025.

### 2) Scope

- A new Rowing Committee and the final governance structures for community engagement.

Not in scope

- Election process to the Board
- Other committee structures
- Executive staff resource allocations

### 3) Delegations / Authorities

- Make recommendations to the Board for approval
- To consult further with key stakeholders

### 4) Roles

2 x Board Sponsors  
T&F Group Chair  
T&F Deputy Chair  
2 x Community Representatives  
British Rowing Executive  
Project Management  
Secretariat

- The current proposal is to form a Rowing Committee in place of current structures including the Sport Committee that exist.
- The group's core task will be to review feedback and concerns that have been generated to date from consultation with regions and members of the sport committee & sub-committee members.



- To speak further with key stakeholders to shape future proposals
- Develop solutions and plans that mitigate concerns and uncertainties
- Inform the future communications plan to the wider community

## 5) Membership

### 2 x Board Sponsors

#### T&F Group Chair

**Deputy Chair** - selected from final group

### 3 x Community Representatives

#### British Rowing Executive members

It is proposed that the T&F Group Chair could come from the existing Regional Chairs or Committees.

## 6) Timelines

- a) The Group will meet from mid February through until at least the end of March or until final solutions can be proposed.
- b) It is estimated that this will require at least six meetings
- c) Proposals to be taken to a special Board meeting for support and approval est. April 2025
- d) Final Board approval 6 May 25
- e) Planned EGM est. for June 25

## 7) Meetings

- Meeting Frequency: weekly - proposed 2 hours
- Quorum - 4 members
- Voting: - all members
- Non-Voting Attendees: None
- Agenda: Set by work plan and Chair
- Objectives:
  - Review current feedback to ensure the best possible future structure is created
  - Develop proposals to create a structure that ensures collaboration and better ways of working with the wider rowing community.
  - Inform further communications to the community.
- Calendar: Feb-March 25
- Papers: 3 days ahead of each meeting.
- Minutes: issued within 2 days after each meeting.
- Secretariat: A nominated individual will work with the Chair to provide secretariat support and ensure reporting after each meeting (using standard template).
- Effectiveness: reviewed at end of term, following British Rowing's standard process.
- Term of Reference: The TOR to be reviewed by the Group at the first meeting to ensure clarity and understanding.