

Terms of Reference for the Clubs Forum

The Norfolk Women's Hockey Clubs Forum is not a constituted body. It has been formed by the Norfolk Hockey Association as a forum for discussion on ways and means to improve all aspects of the management of the Norfolk Hockey Leagues. In this, it is responsible to the Lead Partner, namely the Executive Committee of the Norfolk Hockey Association.

The overall accountability for ensuring that the Terms of Reference are upheld rests with the Chairman of the Clubs' Forum. The Chairman shall be appointed by the Norfolk Hockey Association.

Membership

The Committee shall be made up of:

A Chairman appointed by the NHA.

An Executive member of the NHA Council

The League Management Administrator

Club representatives from affiliated Norfolk Clubs.

Club representative should represent the best interests of all Clubs not just their own.

The NHA Secretary will Clerk the meeting.

Delegates appointed from the Norfolk Umpires Association are also welcome to attend the Committee meetings. The NHA Council may decide to co-opt other members in order to maintain a balance of interests or to add expertise.

Chair:

A Chairman will be appointed by the NHA.

In the absence of the Chair, an Executive member of the Council will assume the Chair.

Meetings

The Committee shall meet in December and in February of every year.

Meetings shall begin at 7:30pm and close not later than 9:30pm.

Conduct

All Committee members will respect the fact that on occasions it may be necessary to discuss matters in confidence. The Chair will ensure that the Committee meets the principles of equal opportunities, fairness and natural justice.

Where a member believes that s/he has a conflict of interest, s/he shall declare that interest. If her/his interest is greater than the interest of the other parties in attendance, or is of a pecuniary nature, s/he shall withdraw from the meeting whilst the matter is under discussion.

It is hoped that through discussion, the outcome for all discussions will be mutually agreed.

No decisions are binding but will take the form of a recommendation to the Norfolk Hockey Association or a proposal to the Norfolk Hockey League AGM.

Key Functions of the Committee

1. To help to improve all aspects of the management of the Norfolk Hockey Leagues.
2. To identify areas for improvement and to make proposals and recommendations which will improve the management and function of the Leagues.
3. To ensure all Clubs have a "voice" in the discussions and decisions made by the managers of NHA and that this "voice" is presented by the Club representatives.
4. To establish and develop strong communications between the NHA Council and League Management Committee and all affiliated Clubs in order to make the Forum an effective body for sharing of information and evaluating progress.