

SOA Sub-Committee Terms of Reference

Group: Equality Committee

Purpose

To make recommendations to SOA Board of Directors on all relevant aspects of equality and inclusion, with particular emphasis on ensuring adherence to a rolling Equality Action Plan for the organisation. The committee will share material and learning with SOA Staff and affiliated clubs.

Roles and Responsibilities

- Advise SOA on matters relating to equality and inclusion, including data capture, reporting, training, culture, and event delivery
- Provide oversight of and support to the SOA Equality Action Plan
- Assist in shaping SOA's long-term approach to the Equality Standard for Sport
- Provide added capacity to SOA around relevant projects and developments
- Help to guide SOA's approach to partnerships with external organisations
- Advise and support SOA with appropriate communications on areas of equality and inclusion.

Membership and frequency of meetings

The Committee shall be made up of the following members:

- SOA Welfare Director
- SOA Chief Operating Officer (or SOA staff representative)
- Up to 5 representatives from affiliated SOA clubs

Additional input may be sought from co-opted members so as to provide specialist expertise or complement the skill set of the group.

The Welfare Director will Chair the Equality committee, which will be reviewed after the first year. Representatives will be appointed for a term of up to 2 years, subject to annual review.

The Equality Committee shall meet at agreed intervals and not fewer than two times per year. These meetings will take place either in person or online at the discretion of the Chair.

Authority

The Group is recognised by the SOA Board and is expected to support the staff and Board in discharging SOA's commitment(s) to equality and inclusion.

Review

The purpose, roles and responsibilities of the Equality Committee will be subject to rolling review, with any changes to be signed-off by the SOA Board.

Modus Operandi:

- Equality Committee meetings are to be conducted in the spirit of friendly challenge, with a willingness to ask searching questions and critically assess SOA's current performance.
- All work is to be planned on a task and finish basis, working to direction and timeframes as supported by the SOA Board.
- It is expected that each meeting will generate proposals for future work and/or act as a first notice for issues that may affect SOA in the medium to long term, prompting appropriate action where possible.
- In between meetings it is expected that there would be regular open communication across the group and from the group to the SOA staff and members where appropriate.
- Each meeting should generate a brief summary of main points which will be shared as appropriate across the organisation.
- Care will be taken to ensure that meetings are timed so as to complement the SOA calendar.